

# MaDeIT Innovation Foundation

(A Section 8 Company under Companies Act,2013)

Regd.Office: 3<sup>rd</sup> Floor, Laboratories Complex, IIITDM Kancheepuram campus,  
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127.

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MaDeIT-Recruitment-03/2021-22

Date: 18.01.2022

## Applications are invited for the position of TECHNICAL ASSISTANT

MaDeIT Innovation Foundation is a design-driven Technology Business Incubator of IIITDM Kancheepuram. It is a non-profit Section 8 Company established in 2016 with grant from NSTEDB, Department of Science and Technology, Govt of India. MaDeIT supports new product development and new venture creation in the Manufacturing, Automotive, Energy and Healthcare domains. MaDeIT wishes to recruit passionate individual with a learning attitude who is interested to work in a nurturing environment for entrepreneurs.

Name of the post	<b>Technical Assistant</b>
Number of post	One
Essential Qualifications	B.E/B.Sc/ M.Sc (IT & Computer Science)/BCA/MCA from a recognized University/Institute
Essential Experience	<ul style="list-style-type: none"><li>• Minimum 2 years of experience in managing IT infrastructure (network, hardware and software)</li><li>• Experience in website development and maintenance</li><li>• Handling of Digital marketing and Promotional campaigns</li><li>• Sound knowledge of MS-Office (Power point, XL and Word)</li><li>• Experience in graphic and communication design with emphasis on digital &amp; new media design</li><li>• Proficiency in Adobe Creative Suite (Photoshop, Illustrator &amp; InDesign etc.,)</li><li>• Experience in managing social media tools (websites, Facebook/ LinkedIn/ Twitter/ Google+ pages, blogs, newsletters, etc.,)</li></ul>
Key Responsibilities	<ul style="list-style-type: none"><li>• Maintain the IT infrastructure and equipment in the incubator, licenses, and service contracts; Troubleshooting and user support</li><li>• Liaise with vendors to fix hardware, software and network problems</li><li>• Inventory management</li><li>• Liaise with technical staff of IIITDM Kancheepuram and be the key contact point for incubatees for technical requirements</li><li>• Digital Marketing and communication network management, Promotional campaigns, Social media campaigns, Brochure design and Video editing</li><li>• Bring new ideas and support inbound and outbound lead generation for campaigns, events, bootcamps, etc.,</li></ul>
Salary Range	Rs 20,000-25,000 per month, consolidated salary, depending on experience

The post is contractual for a period of 1 year with a possibility of renewal based on satisfactory performance. The role will be based out of MaDeIT office at IIITDM Kancheepuram, Chennai, off Vandalur-Kelambakkam Road. No TA/DA will be paid for attending the interview. **Interested candidates may email their CV to incubation\_madeit@iiitdm.ac.in by February 1, 2022.**