

IITTTTP/Gen Admin/Temp/2023/01

Date: 14 Nov 2023

ENGAGEMENT OF PLACEMENT OFFICER ON CONTRACT BASIS

Indian Institute of Technology Tirupati, is inviting applications for the below-mentioned post purely on contract basis. The requisite details are given below.

Name of the Post: Training and Placement Officer		
1	No. of Posts	01 (one)
2	Educational Qualifications	A degree in Engineering or a Master of Science, fulltime course from a recognized Institution/University. MBA with above qualification may be preferred.
3	Experience	<p>Essential: Three years of significant and proven experience in one or more of the following: Campus Placements in a reputed institution (IITs, NITs, IIITs, and CFTIs), corporate relations, public relations, career/human resources development, and training. Knowledge of MS Word, MS Excel, and other usual software used in offices.</p> <p>Desirable: Excellent Communication Skills, PR, liaison, and relationship building</p>
4	Job Description	<p>The principal duties and responsibilities of the position include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Responsible for providing the overall career guidance to diverse UG and PG students who are from various social and economic backgrounds. • Develop sound, credible, and long-term relations with industry. • Collate information from leading companies about skills required for various job profiles. • Support mapping of knowledge and skills required with curriculum and work with individual faculty to ensure relevant courses cover the knowledge and skills. • Systematically augment companies for campus recruitment to increase the number of offers to the students. • Effectively communicate with recruiters and make them understand the institute priorities, students' strength, the unique capabilities of the institute • During placements season, work with various people involved in placements to ensure most students get appropriate jobs. • Work with other departments in a cordial manner for smooth execution of placements. • Leverage social media platforms for sharing institute achievement, collecting relevant job opportunities, to network with employers of various designations of many companies. • Efficient usage of software tools available for placements data collection, storage, and analysis.

5	Age	Preferably below 40 years but not exceeding 45 years.
6	Remuneration	₹ 80,000 to ₹ 90,000 per month consolidated commensurate with qualification and relevant experience.
7	Contract Period	Initially, for Two years and may be extendable depending upon the performance.
8	Work Location	Training and Placement Office, IIT Tirupati

Terms and conditions:

1. The aspiring candidates satisfying the eligibility criteria may send their duly filled in application form in the **prescribed format** along with scanned copies of educational and experience certificates **in a single PDF** to outsourcing_rect@iittp.ac.in on or before **30th NOVEMBER 2023**. **The applications received beyond the last date will not be considered. There is no need to send hard copy of the application.**
2. Only shortlisted candidates will be informed for the selection process through email. List of shortlisted candidates will be published on the Institute website.
3. Decision of the Institute will be final regarding shortlisting, final selection and pay fixation.
4. The appointment can be terminated at any time on either side by giving one-month notice without assigning any reason.
5. The appointee shall not be entitled to any benefits like Provident Fund, Pension, Gratuity, Medical Attendance rules, Seniority, Promotion etc. or any other benefits available to regular employees of the Institute if applicable.
6. The appointee will not be granted any claim or right for regular appointment to any post under IIT Tirupati.
7. Medical fitness certificate from the competent medical authority has to be produced at the time of appointment.
8. The appointee is not entitled for any TA for attending the selection process or joining IIT Tirupati upon selection.
9. If any declaration / information/ documents furnished by him/her proves false at any stage of selection or during course of engagement, he/she will be liable for removal from employment and such other action as IIT Tirupati deems fit.