

Date: 10 Oct 2022

ENGAGEMENT OF PLACEMENT OFFICER ON CONTRACT BASIS

IIT Tirupati is inviting applications for the position of **Placement officer (on contract)**. The requisite details are given below.

1	Age	Preferably up to 40 years of age but not more than 45 years
2	Educational qualifications	A degree in Engineering or a Master's Degree in Science, Arts, and Commerce from a recognized Institution/University. Along with the qualification described above, Candidates having MBA or PG Diploma in Human Resources are preferable.
3	Experience	Essential: Three years of significant and proven experience in one or more of the following: Campus Placements in a reputed institution, corporate relations, public relations, career/human resources development, and training. Knowledge of MS Word, MS Excel, and other usual software used in offices. Desirable: Excellent communication skills, excellent interpersonal skills, and an ability to get along with people at all levels, including faculty, visiting executives, and students, and knowledge of database management. Candidates who are self-driven and who take considerable initiative on their own will be preferred.
4	Job Description	The Placement Officer will report to the Head of CDC and will be responsible for interacting with prospective employers of students of the Institute and arranging the smooth conduct of campus placements and interviews for internship of students of the Institute. He / She will maintain cordial relationships with the faculty, staff, and students associated with CDC. The Placement Officer will maintain in a proper manner, updated information about companies, details about careers in different companies, and a reference library consisting of books and magazines which will help the students know about various career options. He/she will also arrange occasional talks by experts on career-related subjects under the guidance of the Faculty in CDC concerned and industrial visits of students as needed.
5	Remuneration	Consolidated amount of Rs.50,000 to Rs.70,000 per month (based on qualification and experience)
6	Duration of appointment	Initially, for Two years and may be extendable depending upon the annual performance appraisal.
7	No of Vacancies	01 (ONE)

Terms and conditions:

1. The aspiring candidates satisfying the eligibility criteria may send their 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 **23 October 2022**. **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 called for the selection process (offline), and the list of shortlisted candidates list will be published on the website.
3. The 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 Government servants appointed on regular basis
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 given or information furnished by him/her proves false or if he/she is found to have wilfully suppressed any material, information, he/she will be liable for removal from Contract and such other action as IIT Tirupati administration may deem necessary.
10. **The earlier notification dated 08 September 2022 stands cancelled, and the candidates applied previously need not to apply again.**