



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING KURNOOL

Jagannathagattu Hill, Kurnool- 518008, Andhra Pradesh, INDIA
(An Institute National Importance under Ministry of Education, Govt. of India)

Advt. No. IIITDMK/TPO/Contract Recruitment /02

22/09/2024

Notification for the post of Training and Placement Officer (On-Contract)

Indian Institute of Information Technology Design and Manufacturing Kurnool, an Institute of National Importance, under Ministry of Education, Government of India, invites offline applications for the post of **Training and Placement Officer (On contract)** for a period of 1 (one) year. Extendable based on progress and performance with suitable increment as per competent authority directive after periodic review.

Minimum Qualification and Experience:

The details of essential qualification, experience and other criteria are as under

1.	Name of Post	Training and Placement Officer (On-Contract)
2.	Number of Posts	01
3.	Age Limit	Preferably less than 45 years
4.	Total Emoluments	Rs.80,000/- to Rs. 1,00,000/- Consolidated amount per month
5.	Educational and other Desirable Qualifications:	
Essential Qualifications: First Class in UG & PG or equivalent.		
Desirable Qualification:		
1. Master's degree (Full Time) from reputed university, MBA Preferable.		
2. Ability to develop sound, credible and reciprocal relations with industry.		
3. Ability to work with UG students who are from various social and economic backgrounds.		
Essential Experience:		
Minimum of 5 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.		
Desirable: Excellent Communication Skills, PR, liaison, and relationship building		
Job Description:		
a. Responsible for providing the overall career guidance to diverse UG and PG students who are from various social and economic backgrounds.		
b. Communicate with students in an emphatic manner to understand the student's aspirations and lead the student to reach his dream career.		
c. Collate information from leading companies about skills required for various job profiles.		
d. Support mapping of knowledge and skills required with curriculum and work with individual faculty to ensure relevant courses cover the knowledge and skills.		
e. Systematically augment companies for campus recruitment to increase the number of offers to the students.		
f. During placements season, work with various people involved in placements to ensure most students get appropriate jobs.		
g. Ability to work with other departments in a cordial manner for smooth execution of placements.		
h. For students seeking higher education, provide guidance in application process and coordinate with internal faculty and leading overseas Universities.		
i. Introduce and energize with top companies in the country to open up quality career opportunities matching students outstanding capabilities.		
j. To leverage social media platforms for sharing institute achievement, collecting relevant job opportunities, to network with employers of various designations of many companies.		

General Information and Instructions:

- a) The posts are on purely temporary basis.
- b) Candidates are required to carefully go through the details of qualifications, experience, and instructions are available on the Institute website. They should satisfy themselves, before applying that they possess at least the minimum essential qualifications, work experience etc. as laid down in the advertisement.
- c) Incomplete/ partially filled offline application forms will not be considered.
- d) No correspondence by any means, will be entertained from candidates regarding postal delays, conduct & result of interview, reasons for not being called for interview.
- e) The Institute reserves the right to shortlist only the candidates whose candidature matches with relevant work experience for the smooth execution of the activities.
- f) The decision of the Institute in all matters will be final and no correspondence whatsoever will be entertained by the candidates.
- g) The candidate is responsible for the correctness of the information provided in the application. If it is found later that any information given in the application is incorrect / False, his/her candidature /appointment is liable to be cancelled / terminated.
- h) The date and time of Interview will be informed only through the Institute website/ E- mail.
- i) The Institute reserves its right to have suitable scrutiny criteria meeting the requirements of the Institute.
- j) Applicants should go through the advertisement thoroughly and should fill up all the required information offline.
- k) Applicants are requested to look at website of IIITDM Kurnool (www.iiitk.ac.in) from time to time for any information, updates etc.
- l) Updates, if any will be published on the website only and will not be advertised in the newspaper.
- m) These temporary posts do not confer any right/claim for regularization/absorption at IIITDM Kurnool.
- n) No TA/DA will be paid for attending the interview.
- o) List of shortlisted candidates to appear for an interview will be notified in the webpage of the Institute. (www.iiitk.ac.in)

Last date for submission of complete application form by e-mail (Single PDF) and hard copy (In both cases along with supporting documents) to the below mentioned address details are to be completed on or before 15th October 2024

Candidates should send the completed application subject along with relevant supporting self-attested documents in a single pdf by mentioning “**Application for Post of Training and Placement Officer (On-Contract)**”

Applications complete in all respect should sent through post at the

Postal Address: -

The Registrar,
IIITDM Kurnool,
Jagannathagattu Hill, Kurnool,
Andhra Pradesh – 518008

Soft copy attachment as a Single PDF: placementcell@iiitk.ac.in; ficplacementcell@iiitk.ac.in

- p) Applications which are not strictly as per the format given will be summarily rejected. Biodata/ Curriculum vitae etc. will also not be considered and will be summarily rejected.
- q) Applicants should go through the advertisement thoroughly and should fill up all the required information in the prescribed proforma as asked for.
- r) Applicants are requested to look at the website of IIITDM Kurnool (www.iiitk.ac.in) from time to time for information, updates etc. Updates, if any, will be published on the website only and not in the newspaper.



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Application for Recruitment of Training and Placement Officer

Date:-

1. Name in BLOCK LETTERS				Self-attested color Photograph	
2. Father's /Husband's Name					
3. Permanent Address					
4. Address for Correspondence					
5. Mobile No.			6. Email Id:		
7. Age as on	____ Years ____ Months		8. Date of Birth (DD/MM/YYYY)	9. Gender	
10. Category: SC/ST/OBC/ EWS/UR	11. Religion:		12. Person with Disability (Yes/No), if yes, Disability type		
13. Ex-Servicemen (Yes/No)	14. Nationality		15. Marital Status (Married/Unmarried)		
16. Examination	Year	Class	%/ CGPA	University/Institute	Subjects
SSC (10)					
10+2					
UG					
PG (if any)					
Others (if any)					

Attach self-attested Photocopies of Relevant Certificates) of Educational Qualifications

DETAILS OF EMPLOYMENT (Attach self-attested Photocopies of Relevant Certificates):

S. No.	Department/ Organization	Post held & nature of appointment (Regular/Cont act)	Pay details	Period		Duration of service (Years and Months)	Nature of duties Performed
			Emoluments/ Consolidated salary	From	To		

- Please provide relevant experience as a Training and Placement Officer only needs to be listed (Attach self-attested Photocopies of Relevant Certificates):

S. No	Section/ Office/ Institute level Committee	From	To	Position Held	Responsibility Type	Responsibilities

- Any other Relevant Information (Attach Separate sheet with Details of Special achievements, Awards, Trainings, etc., if any):

- List of top companies where the applicant placed candidates and No. of candidates placed

- Type of training offered to students to facilitate placement.
- How does the training and placement officer envision a role in the placement team working with the placement chairs (faculty), placement coordinators (students), and staff?
- What should be the strategy of the training and placement officer to bring more companies to a new (but a premier) institute such as IIITS?

UNDERTAKING:

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No. __) on the website for this Training and Placement Officer position at www.iiitk.ac.in and the above information given by me is correct to the best of my knowledge and belief. I understand that my application shall be rejected if

- i) The information is not correct or
- ii) All the required certificates and documents are not attached or
- iii) Application is incomplete.

Date:

Place:

Signature of Candidate