

IITPKD/Admn./Adhoc/2023-24/05

14 August 2023

Notification for the recruitment of Training and Placement Officer - On Contract

Indian Institute of Technology Palakkad invites online applications for the below-mentioned post on contract basis:

Name of the Post: Training and Placement Officer (On Contract)		
Sl. No.	Details	
1	No. of Posts	01 (one)
2	Desirable Qualification and Experience	<p>Masters Degree (full-time) from reputed university, MBA Preferable.</p> <p>Desirable:</p> <ul style="list-style-type: none">• Minimum 5-10 years of industry experience with 2 years in a lead role, preferably in related roles• Excellent Communication Skills, PR, liaison and relationship building academic institution of repute.
3	Job Profile	<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.

4	Maximum Age	Preferably less than 35 years but not exceeding 40 years
5	Payscale	Rs 85,000 - 1.1 Lakh/month consolidated commensurate with qualification and relevant experience. In addition to fixed consolidated salary, performance-based incentives will also be paid.
6	Contract Period	01 year
7	Work Location	Training and Placement Office, IIT Palakkad
8	Selection Process	Presentation and interview.

General Instructions to the candidates

- The above positions are purely on contract basis.
- The completion of the period of the contract will not confer any right for further extension, regularisation, Or permanency at the Institute.
- Candidates must be citizens of India.

How to apply: The eligible candidates are requested to submit their application [here](#).

The last date for submitting applications is **05:00 PM on 25 August 2023**.

Candidates have to make sure that they are fully eligible for this post and the original certificates/documents in support of the information furnished are to be provided at a later stage of the selection process. No deviation, whatsoever, from the submitted details will be entertained under any circumstances.