

IITPKD/Admin./Ad-hoc/2026-27/03

09-07-2026

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	Master's Degree (full-time) from a reputed university with 60% marks or 6 CGPA in the qualifying degree, MBA Preferable. Desirable: • Minimum 5 years of relevant experience in Campus placement, recruitment, manpower development and training. • The candidates having relevant experience in IITs/IIMs/IISERs/NITs or similar institutes of National Importance may be given preference. • Excellent Communication Skills, PR, liaison and relationship building academic institution of repute.
3	Job Profile	The principal duties and responsibilities of the position include, but are not limited to, the following: • 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, and 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. • The position may require working during weekends and beyond regular academic/office hours depending on the operational requirements of the Institute. Candidates are expected to be flexible in this regard. • Perform any other duties and responsibilities assigned by Head CDC from time to time.
4	Maximum Age	Preferably less than 35 years but not exceeding 40 years
5	Payscale	Rs. 85,000 - Rs. 1.1 Lakh/month consolidated commensurate with qualification and relevant experience.
6	Contract Period	Initially for 01 year, may be extended based on performance.
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.
- Housing, HRA, and Travelling allowances will not be provided by the Institute.

How to apply:

Candidates satisfying the required qualification and experience may submit their application in the following [link](#). Any other mode of applications will not be considered.

The last date for submitting applications is **17:00 hrs on 23-07-2026**.

-Sd-
Registrar
IIT Palakkad