

भारतीय सूचना प्रौद्योगिकी संस्थान, भोपाल
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHOPAL
Established by Ministry of Education, Govt. of India under PPP mode)
Mentor Institute: Maulana Azad National Institute of Technology, Bhopal
Bhopal – 462003, Madhya Pradesh, India

Advt.No.IIITBpl/Rect/2020/450

Date: 04 /11/2020

Appointment of Training & Placement Executive (on Contract)

Indian Institute of Information Technology Bhopal (IIIT Bhopal) is one of the newly established IIITs by Ministry of Education, Govt. of India, under Public Private Partnership (PPP) mode, established in 2017. IIIT Bhopal has recently been allotted land to establish its own campus, presently being mentored by MANIT Bhopal. The Institute presently offers UG programme in three disciplines- Computer Science and Engineering (CSE) and Electronics and Communication Engineering (ECE), and Information Technology (IT), IIIT Bhopal envisions being a globally known institution for IT education, research and development. The Institute has access to the industries and social infrastructure available in Bhopal city.

Job Description:

IIIT Bhopal is looking for qualified candidate to be appointed as a Training and Placement Executive (TPE). TPE shall be responsible for handling all facets of campus placements, including Internships of UG students of IIIT Bhopal. This involves establishing contract with companies, arranging for Tests and Group discussions, holding pre-placement talks, conducting final Interviews, grooming students including training on soft-skills for better placements and any other kind of recruitment related activities. The role also involves providing guidance to students seeking higher education.

Responsibilities:

- Responsible for providing overall guidance to students for their careers.
- 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.
- Profile students based on standard tests and provide guidance & training for improvement with faculty and consultants.
- Systematically augment companies for campus recruitment to increase the number of offers to the students.
- During placements season, work with various people involved in placement to ensure most students get appropriate jobs.
- Study Training & Placement Centres at benchmarked Universities and come up with initiatives and programs.
- For students seeking higher education, provide guidance in application process and coordinate with internal faculty and leading overseas Universities.

Minimum Eligibility Criteria:

- ✓ Master's Degree (full-time) from a reputed university, MBA Preferable.
- ✓ Minimum 5-10 years of Industry experience with 2 years in a leadership role, preferably in related roles.
- ✓ Excellent communication skills, PR, liaison and relationship building
- ✓ Ability to develop sound, credible and reciprocal relations with industry
- ✓ Ability to work with UG students who are from various social and economic backgrounds

Salary & Benefits:

Commensurate with qualifications and relevant experience.

Terms of Appointment:

The appointment would be on full time basis and the candidate would not be permitted to take up any other assignments during the period of contract with the Institute.

The appointment is of temporary nature which can be terminated at any time with 30 days' notice by this Institute without assigning any reason.

It is a contractual appointment. Initial appointment will be for a period of one or two years with possibility of further extensions.

Instructions:

1. Application fee of Rs.500/- (Fees exempted for SC/ST/PwD candidates) to be paid as Demand Draft in favour of Indian Institute of Information Technology Bhopal, payable at Bhopal (SBI branch Code: 001608). This can also be paid online using SBI Collect.
2. Those who are already applied for the post have to apply again in the format of application form provided by the Institute. However, they not necessary to pay the demand draft amount.
3. Candidates are advised to track for any changes/updates at our website www.iiitbhopal.ac.in
4. Candidates may submit filled in application form along with supporting Documents by speed post to:

**Indian Institute of Information Technology, Bhopal
C/o Registrar,
Maulana Azad National Institute of Technology,
MANIT Campus, Main Road No: 3
Bhopal-462003**

5. Candidates should attach a one page write-up (not exceeding 200 words) on “My vision of IIIT Bhopal as a Training and Placement Executive”.
6. The application form may be downloaded from the Institute website www.iiitbhopal.ac.in. The soft copy of filled-in application with supporting documents may be sent to Email: arest@manit.ac.in.
7. Last date for receipt of email copies of application with relevant documents: **18th November 2020.**
8. Last date for receipt of signed hard copies of application with relevant documents by Speed Post: **18th November 2020.**

DIRECTOR
(Mentor : Director MANIT)**Director**