



भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग, रूपनगर, पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001
दूरभाष/Tele: +91-1881-242108, फैक्स /Fax : +91-1881-223395

Advertisement No: 58/2015

Date: 07-Oct-2015

Advertisement for the Post of Placement and Corporate Relations Executive

IIT Ropar invites applications for the following position:

Position: Placement and Corporate Relations Executive

Job Responsibilities: The Executive will be attached to the Career Development and Corporate Relations Center of the Institute and will report to the Head of the Center. He/She will maintain up to date data base of Companies with names and contact details of CEOs, Senior Executives and HR Heads concerned and facilitate correspondence between the Head of the Center and the Companies concerned or directly communicate with them on e-mail or telephone as required, in consultation with the Head, to facilitate campus placements of students in jobs and internships. The Executive will be required to coordinate with Recruiting Companies, Students, Alumni, and Faculty members for Campus Placement, Internship, Career Development activities, and other related works.

Educational Qualification and Experience:

Two year regular MBA degree from a recognised University (or equivalent), after a Masters degree in Science/Commerce/Arts or a Bachelors Degree in Engineering/Pharmacy, with not less than 55% on the aggregate or 5.5 CPA throughout and 2 years of relevant work experience

OR

Two year regular MBA degree from a recognised University (or equivalent), after a Bachelors Degree in Science/Commerce/Arts, with not less than 55% on the aggregate or 5.5 CPA throughout and 3 years of relevant work experience

OR

Masters Degree in Science/Commerce/Arts or a Bachelors Degree in Engineering or Pharmacy with not less than 55% or 5.5 CPA throughout and 5 years of relevant work experience after the degree

Additional requirements for the post:

The relevant experience mentioned above should preferably be in an educational or training institution, involving liaison and working in teams including students, corporate executives and senior personnel.

The candidate should have excellent communication and computer skills including MS office tools.

Knowledge in Information Systems is desirable.

Working hours in this job can sometimes extend to after institute working hours on weekdays and on weekends/others holidays.

Location: IIT Ropar, Rupnagar, Punjab (about 40 km from Chandigarh)

Application Fee: Nil

Job Type: On Contract, initially for a period of one year and will be extended based on performance.

No. of posts: 01 (One)

Age Limit: Below the age of 55 (preferably) as on closing date for the Advertisement

Pay: In the range of Rs. 40,000 to Rs. 60, 000 (consolidated). A higher salary may be offered to a candidate with higher qualification and/or relevant experience.

Hiring Process: On the basis of Test, Group Discussion and Interview

Last Date for application: 31-October-2015

Note: Those who had applied previously against the advertisement number 20 (dated 31-July-2015) do not need to apply again if they are still eligible as per the aforementioned eligibility criteria. Their applications will be considered.

How to Apply:

Interested candidates are requested to apply online through the following link

<http://www.iitrpr.ac.in/application-form-TnP-posts>

- In addition to the online application mentioned above, candidates should send by speed post/courier a signed hard copy version of the same with all supporting documents to Registrar of the Institute at the following address by the deadline:

Registrar
Indian Institute of Technology Ropar,
Nangal Road, Rupnagar, Punjab – 140001

Candidates attending test, GD and interview will be paid to & fro Railway fare by AC Two Tier or AC Three Tier, depending on eligibility, by the shortest route within India.

General Information:

- 1) The position is temporary and on contract.
- 2) Only Indian Nationals are eligible to be considered.
- 3) No interim correspondence will be entertained.
- 4) The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for test/interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
- 5) The Institute reserves the right to fill or not to fill the post advertised.
- 6) Hard copy of online application received after the last date, unsigned, without enclosures or incomplete in any other respect shall not be considered.
- 7) No correspondence will be entertained from candidates regarding postal delays, conduct and result of test/ interview and reasons for not being called for test/ interview etc.