



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Dated: 27.09.2022

Advertisement No. 09/2022

The Institute invites the online applications from the Indian Citizens for the following posts purely on contract basis.

Code No.	Name of post	No. of post	Monthly Consolidated Remuneration	Minimum Qualification / Experience
1.	Training and Placement Manager	01	Rs. 60,000/- to 80,000/- Depending on the Qualification & Experience (Other benefits as per Institute norms)	<p><u>Educational Qualification and Experience:</u></p> <p>Two year regular MBA degree from a recognised university (or equivalent) after a master's degree in Science/ Commerce /Arts with not less than 55% on the aggregate or 5.5 CPA throughout OR a Bachelor Degree in Engineering with not less than 55% on the aggregate or 5.5 CPA throughout and 2 years of relevant work experience.</p> <p>OR</p> <p>Two year regular MBA degree from a recognised university (or equivalent) after a Bachelor Degree in Science/ Commerce/ Arts with not less than 55% on the aggregate of 5.5 CPA throughout and 3 years of relevant work experience.</p> <p>OR</p> <p>Masters degree in Science/ Commerce/ Arts or a Bachelor Degree in Engineering with not less than 55% or 5.5 CPA throughout and 5 year of relevant work experience after the degree</p> <p><u>Additional requirements for the post:</u></p> <p>The relevant experience mentioned above should preferably be in an educational or training institution involving liaison and working in teams, including students' 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 sometime extended to after Institute working hour on weekdays and on weekend /other holidays.</p> <p><u>Job Responsibility:</u> The Manager will be attached to the Career Development and Placement Centre (CDPC) of the Institute. He/ she will maintain up-to-date database of companies with names and contact details of CEOs, Senior executives and HR Heads concerned. He will also facilitate correspondence between the Head of the CDPC and the company's</p>

				<p>concerned or directly communicate with them on e-mails or telephone as required in consultation with the heads of CDPC to facilitate campus placement of students in job and internships. The Manager will be required to coordinate with recruiting companies, students, alumni and faculty members for campus placement internship carrier development activities and other related works.</p> <p>Age Limit: Preferably below 40 Years</p>
--	--	--	--	---

* The engagement will be made initially for a period of a period of 1 year further extendable subject to requirement & satisfactory work performance.

General Instructions:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
3. The candidates are required to apply ONLINE only **from 27/09/2022 to 11/10/2022** upto 5:00 p.m. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit institute's website <http://www.iitrpr.ac.in/staff-positions>. Application will NOT be accepted through any other mode.
4. Please note that this is purely a temporary arrangement and appearance in the test/interview and selection thereafter, will not entitle the candidate for any claim what-so-ever or permanency on the regular establishment of IIT Ropar
5. The candidate must be a citizen of India.
6. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
7. Candidates shall have to produce original documents at the time of appearing in Written Test/ Skill Test, Presentation & Interview as applicable. In the absence of the same, candidature will not be considered for written test / skill test / presentation / interview.
8. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of written test / interview etc. and reasons for not being called for written test /interview etc.
9. Institute is free to restrict/change the criteria to call the eligible candidates for the Written Test/ Skill Test, Presentation & Interview.
10. The qualification prescribed should have been obtained from recognized Universities/Institutions.

11. Applications received through E-mail / offline mode / incomplete / not on prescribed format will not be entertained/ accepted.
12. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.
13. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.
14. No TA/DA will be paid to the candidates for attending the written test, trade test, presentation and interview.
15. Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.
16. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.
17. If there is any corrigendum/addendum, it shall only be published on Institute's Website only.
18. The candidate should scan his / her passport size photograph, signature, certificates of educational qualification & experiences and upload these at appropriate places in **the online application form before submitting the same.**

REGISTRAR