



भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Date:07.08.2025

ADVT. NO. 05/2025

WALK IN INTERVIEW

Indian Institute of Technology Ropar, an Institute of National Importance, is in search of suitable Indian nationals for engagement of the following posts in the Department of Corporate, Alumni, Placement and Strategies (CAPS) on Contract basis:

Sl.No.	Name of the Post	No. of Posts
1.	Young Professional – IT	01
2.	Young Professional -Web/Graphics Designing	01
3.	Associate- Placement Liaison	01

Suitable candidates who fulfil the eligibility requirements are requested to attend the Walk-In-Interview on 22.08.2025 at 09.30 AM. The venue of the Interview is Office of the Dean CAPS, East Wing, Third Floor, M. Visvesveraya Block, Permanent Campus, IIT Ropar.

REGISTRAR

1. Job Description for Young Professional – IT

Department: Corporate, Alumni, Placement and Strategies (CAPS)

Location: IIT Ropar Campus

Monthly Salary: ₹25,000 (consolidated)

Type of Engagement: Full-time | Contractual

Tenure of Contractual Engagement: As per Institute norms

Age Limit: Below 30 Years

About the Role

The CAPS Office at IIT Ropar is looking to hire a dedicated and skilled **Young Professional – IT** to support the digital and technical backbone of its operations. The selected candidate will play a key role in managing data systems, integrating software tools, maintaining the CAPS website, generating insightful reports, and ensuring overall IT efficiency across CAPS activities.

Key Responsibilities

- Provide day-to-day IT support for CAPS operations and events
 - Manage and maintain CAPS databases and internal systems
 - Maintain and regularly update the CAPS website to ensure content accuracy and functionality
 - Assist in the integration of software tools, dashboards, and platforms
 - Automate routine tasks and improve operational workflows
 - Support the team in data compilation, analysis, and report generation
 - Ensure the security, efficiency, and smooth functioning of IT systems
 - Collaborate with other teams for technological troubleshooting and innovation
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Required Skills and Qualifications

- Bachelor's degree in Computer Science, IT, Engineering, or related discipline
 - Proficiency in MS Excel, Google Workspace, basic scripting or automation tools
 - Familiarity with data management tools, CMS platforms, or web portals
 - Working knowledge of HTML/CSS, WordPress, or basic web development (preferred for website maintenance)
 - Strong problem-solving skills and attention to detail
 - Ability to work independently and within teams
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Desirable (but not mandatory)

- Prior experience in academic or administrative settings
- Knowledge of data visualization tools (e.g., Power BI, Tableau, Google Data Studio)
- Familiarity with cloud platform

2. Job Description for Young Professional (Web/ Graphics Designing)

Department: Corporate, Alumni, Placements and Strategies (CAPS)

Location: IIT Ropar Campus

Monthly Salary: ₹25,000 (consolidated)

Type Of Engagement: Full-time | Contractual

Tenure of Contractual Engagement: As per Institute norms

Age Limit: Below 30 Years

About the Role

The CAPS Office at IIT Ropar is seeking a talented and motivated Web and Graphics Designer to manage our online presence, support outreach campaigns, and ensure engaging content across digital platforms. This role is critical for enhancing our brand, improving stakeholder communication, and maintaining the CAPS portal.

Key Responsibilities

- Design and update dynamic content for the CAPS website and online platforms
 - Develop visual content for web, social media, presentations, reports, and campaigns
 - Collaborate with the CAPS team to support branding and outreach strategies
 - Ensure UI/UX consistency, responsiveness, and accessibility across digital touchpoints
 - Regularly maintain and troubleshoot the CAPS portal
 - Design promotional materials for events, webinars, and innovation challenges
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Required Skills and Qualifications

- Bachelor's degree or diploma in Web Design, Graphic Design, Multimedia, or a related field
 - Proficiency in tools like Adobe Photoshop, Illustrator, XD, Figma, and Canva
 - Basic knowledge of HTML/CSS, WordPress, or CMS platforms
 - Ability to create clean, modern, and responsive designs
 - Strong communication and time-management skills
 - A portfolio demonstrating web and visual design projects
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Desirable (but not mandatory)

- Experience working with academic institutions or startups
 - Video editing or animation tools (e.g., After Effects, Premiere Pro)
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What We Offer

- A dynamic academic environment
 - Opportunity to build and showcase high-impact designs
 - Creative freedom and collaboration with a multidisciplinary team
 - Certificate of experience from a reputed IIT
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3. Job Title: Associate – Placement Liaison

Department: Corporate, Alumni, Placements and Strategies (CAPS)

Location: IIT Ropar / On-site

Monthly Salary: ₹40,000 (Consolidated)

Type of Engagement: Full-time | Contractual

Tenure of Contractual Engagement: As per Institute norms

Age Limit: Below 32 Years

About the Role:

We are seeking a dedicated and proactive **Associate – Placement Liaison** to support and strengthen our campus placement ecosystem. This role is crucial in ensuring a smooth and professional interface between students and corporate recruiters, while streamlining the end-to-end placement process.

Key Responsibilities:

- Act as the primary point of contact between the institute and corporate recruiters.
 - Coordinate and facilitate campus placement drives, pre-placement talks (PPTs), and interview schedules.
 - Maintain and update placement-related databases and student records.
 - Support students with placement preparedness
 - Ensure timely communication between stakeholders: recruiters, students, and the placement office.
 - Assist in preparing placement reports, feedback documentation, and analytics.
 - Ensure professionalism, continuity, and structure in all placement-related operations.
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Required Skills & Qualifications:

- Bachelor's degree in any discipline; MBA or equivalent qualification is a plus.
- Strong communication and interpersonal skills.
- Proficient in MS Office (Excel, Word, PowerPoint) and Google Workspace.
- Organized, detail-oriented, and capable of managing multiple tasks under deadlines.
- Prior experience in campus placements, corporate relations, or HR coordination preferred.