



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
Argul, Bhubaneswar – 752 050
web: www.iitbbs.ac.in

ADVERTISEMENT No. Rectt-Contract/08/Non-Teaching/2024, Dated- 06/11/2024

The Institute invites ONLINE applications from the aspiring eligible candidates for the engagement of “**Training & Placement Executive**” on contract basis. The positions is purely temporary in nature. Details of the post are given below:

Post	Training & Placement Executive
Nature of the Post	On-Contract
No of Posts	01 No. (One)
Maximum Age Limit	35 Years (as on Last Date of the Online Application)
Place of Position	Indian Institute of Technology Bhubaneswar
Pay Scale	₹ 47,600/- (Remuneration can be negotiated for the exceptional candidate).
Duration	The current appointment is initially for a period of 01 (ONE) Year. The appointment may be extended further based on the performance and requirements.
Educational Qualification and Experience	<u>Essential:</u> Post-Graduation (any discipline), MBA will be preferred. <u>Desirable:</u> Well conversant with MS Office and Social Media tools. <u>Experience:</u> Minimum 2 years' experience in Placements/HR department/ Training candidates having prior experience in educational institutions or corporate organizations will be preferred.
Job Responsibilities	<ul style="list-style-type: none">• Reporting to PIC-CDC and CDPO.• Helping PIC and CDPO in achieving the target set for Placements of both undergraduates and postgraduates.• Handling internship related work right up to following up for Pre Placement Offers (PPOs) and completion of on boarding formalities.• To write mails and speak to companies on logistics/database related/joining formalities for both placements and internships.• Taking care of company delegates for their requirement during campus hiring process.• The person holding this position should be able to hold a conversation with external stakeholders such as recruiting companies for their logistics related matters, training institutions and any other outside vendor.• Higher level communication skills (Spoken & Written) in English is a must for this position.• When the PIC/CDPO is not in office due to tours, meetings or out of office for work, he/she should be able take calls or converse with the caller/visitor.• All round coordination throughout the year for CDC related activities. Pre and post-placements and Pre and post internship hiring.

	<ul style="list-style-type: none"> • Ability to work long hours with flexible schedules which includes working on weekends, if required.
Selection Process	Selection will be made through Interview.
<p><u>General Information</u></p> <ol style="list-style-type: none"> 1. Aspiring candidates satisfying the eligibility criteria may apply through online process. Candidates must go through the advertisement before filling up the online application form. 2. Candidates must attach scanned copies of educational certificates & experience certificates while applying online. The experience will not be considered without experience certificate. 3. The opening date of submission of online application is 06.11.2024 and the closing date of submission of online application is 26.11.2024. Candidates are advised not to send the hardcopy of the application. 4. The engagement is purely temporary in nature and has nothing to do with permanent position in the Institute. 5. In case of any difficulty in filling up the application form, feel free to contact Recruitment Cell, Phone: 0674-7134815, email: info.recruitment@iitbbs.ac.in. 6. In case of any dispute/ambiguity in the process of selection, the decision of the Director, IIT Bhubaneswar shall be final and binding. <p style="text-align: right;">Sd/- REGISTRAR</p>	