

**Recruitment Advt. No: IITDh/Admin/SR/28/2024-25 date 3<sup>rd</sup> July 2024**

IIT dhArwAD is an Institute of National Importance established by an Act of Parliament in 2016. The Institute is looking for bright, young and accomplished faculty and staff members to continue further to establish a vibrant working culture for our potential staff. To cater to the Institute's requirement, IIT dhArwAD is constantly looking for dynamic, qualified/experienced professionals who can grow in line with the Institute's steady growth and create opportunities for growth of others. IIT dhArwAD invites online applications from the eligible Indian Nationals for the following position on contract basis:

Sl. No.	Particulars	Details
1.	Name of the Position	Training and Placement Officer [TPO]
2.	Name of the Office/ Department	Career Development Cell [CDC]
3.	Number of Position	01 (One)
4.	Essential Qualification and Experience	Master's degree (full-time) from a reputed University. (Bachelor's degree will be considered only if the applicant is exceptionally talented with vast industry experience and network).
5.	Pay scale	Based on experience and competency, ₹ 80,000 - 1,10,000/- per month. Commensurate with qualification and relevant experience.
6.	Age Limit	Below 50 years is desirable (Age relaxation is applicable only for exceptional cases)
7.	Contract period	01 year (Extendable annually based on the performance and the requirement for a maximum period of 3 years)
8.	Eligibility Criteria	<ul style="list-style-type: none"> <li>• Having at least 5 to 10 years of experience as a TPO in a reputed Technical Institutes with proven record is desirable OR experience in multi-industry with a vast Industry network.</li> <li>• Should have excellent communication and negotiating skills.</li> <li>• Ability to build and maintain relationships with industry partners.</li> <li>• Proficiency in MS Office Suite and database management</li> <li>• Ability to work independently and as part of a team.</li> </ul>
9.	Role and Responsibilities	<ul style="list-style-type: none"> <li>• Develop comprehensive placement strategies aligned with the objectives of each training project.</li> <li>• Analyze market trends, Industry demands, and skill requirements to tailor placement approaches effectively.</li> <li>• Establish and maintain partnerships with employers, industry associations, and government agencies to expand placement opportunities.</li> <li>• Oversee the end-to-end placement process, from candidate sourcing and screening to job offers and onboarding.</li> <li>• Generate regular reports and analytics to track placement metrics, identify trends, and evaluate program effectiveness.</li> <li>• Monitor post-placement feedback and address any issues or concerns raised by employers or participants promptly.</li> <li>• Willingness to travel occasionally for project-related meetings, employer visits, or recruitment events.</li> </ul>

## A. General Instructions to the Applicants:

1.	The above-mentioned position is purely on a contract basis. The completion of the period of the contract will not confer any right for further extension, regularization, or permanency at the Institute.
2.	Selected Applicant shall not have a claim on any regular position and shall not be bestowed any of the privileges like Housing, Medical Facility and Other benefits available to the regular employees of the Institute.
3.	The number of vacancies indicated in the notification is tentative. IIT dhArwAD reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT dhArwAD reserves the right NOT to fill any of the post[s] advertised.
4.	Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of an applicant for the post applied shall be considered as on the last date of closing of online interface.
5.	The prescribed <i>Essential Qualification and Experience</i> indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test[s] and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test[s] and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test[s] and/or Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences.
6.	The Institute reserves the right to: (a) Hold Written Test and/or Skill Test and/or Personal Interview and/or any other form of test for selection, wherever circumstances so warrant; (b) Withdraw any advertised post at any time without giving any reason. Also, any consequential vacancy arising at the time of selection process may be filled up from the available applicants. Thus, the number of positions may change; (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the applicant; and (d) Draw a reserve panel against the possible vacancies in future.
7.	Applicants should tender application fee of <b>Rs. 500/-</b> (Rupees Five hundred only), including GST payable through State Bank e-collect facility. The link of the same will be available in the online application. The reference number of fee payment should be provided while filling online application. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited.  Persons with Benchmark Disability[ies] (PwBD) with minimum 40% disability/Ex-servicemen (ESM)/SC/ST/Women applicants are exempted from payment of application fee.
8.	<b><u>Selection Procedure:</u></b> Test/Presentation and Interview
9.	Applicants seeking benefits available for SC/ST/PwBD/ESM must be in possession of the certificates in the format prescribed by the Government of India in support of their claim at the time of application.
10.	The appointment of the Selected applicants is subject to being found medically fit as per the requirements of the Institute.
11.	Applicant should upload copies of certificate[s]/document[s]/Mark sheets of all semester/years on online portal in support of their claim regarding qualification (matriculation onwards), experience, date of birth, caste, category etc. Experience Certificate should be in proper format i.e. it should be on the organization's letter head, bearing the date of issue, specific period of work,

	nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority. Original certificates & self-attested copies should be produced at the time of selection process as well as while joining.
12.	Incomplete application form in any way, without the copies of all relevant certificate[s]/document[s] are liable to be summarily rejected. All the details furnished in the online application will be treated as final and no changes shall be entertained. After payment of the fee & submission of the application, a confirmation email will be sent to the respective registered email ID. Applicants are required to keep a copy of the completed application received on email for future reference. The responsibility of correctness in the entries in the application form lies entirely with the Applicant.
13.	No TA/DA will be paid for attending the selection process
14.	Applicants are advised to mention their correct and active email ID in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
15.	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's Website only. Accordingly, all applicants in their own interest are advised to keep track of the Institute's Website.
16.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw</i> or <i>cancel</i> any communication made to the Applicants.
17.	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.
18.	The applicant[s] selected against one position mentioned above may be assigned/transferred to any other position/office/department as per the requirement of the Institute [any time during their service period] without assigning any reason from time to time.
19.	The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake, or the person has clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such applicants/employees.
20.	No interim correspondence whatsoever will be entertained from applicants regarding conduct and result of test[s] and reasons for not being called for test [s].
21.	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.
22.	In case of any dispute/ambiguity that may be occur in the process of selection, the decision of the Institute shall be final.
23.	For any query related to submission of online application, applicant may send email on recruit@iitdh.ac.in. However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.
24.	Applicants possessing the requisite qualification and experience are required to apply <b>ONLY through ONLINE</b> process. <b>The last date for submission of online application is 2<sup>nd</sup> August 2024.</b> Online application form and detailed instructions are available on the <b>WEBSITE</b> of <i>Indian Institute of Technology dhArwAD</i> [ <a href="http://www.iitdh.ac.in">www.iitdh.ac.in</a> ], namely at <a href="https://www.iitdh.ac.in/other-recruitments">https://www.iitdh.ac.in/other-recruitments</a> <b>Hard copy</b> of the online application form is <b>NOT required</b> to be sent.

Date: 3<sup>rd</sup> July 2024

Sd/-  
Officiating Registrar