



भारतीय प्रौद्योगिकी संस्थान भिलाई Indian Institute of Technology Bhilai

Email: recruitment_nta@iitbhilai.ac.in Website: www.iitbhilai.ac.in

No. IITBhilai/Staff Rec./2024/03

19.09.2024

Advertisement for Non-Teaching position (on contract)

Indian Institute of Technology Bhilai was established in Chhattisgarh by Ministry of Education in 2016. It is an Institute National Importance and one of the third-generation IITs established by Ministry of Education, Govt. of India. Our student intake has been steadily rising with every academic year, as have the placement percentages and the average annual CTC offered to our graduating students. Many have established successful start-up ventures, while others have opted for higher studies in prestigious universities worldwide.

IIT Bhilai invites applications from Indian nationals with excellent academic records and relevant work experience for the following position on a contract basis:

Training and Placement Officer (on contract) – 01 Post

Essential Qualification: - MBA/PG degree in Management or equivalent from a recognized university with at least 55% marks or 5.5 CGPA in the qualifying degree.

Essential Experience: - Having relevant experience of four years after the qualifying degree. The experience should be in one of the following areas: Camp placement in a reputed Institute/ University, recruitment, and placement in a corporate house/MNC, manpower development and training.

Desirable: -

- Having experience of working in IITs/Centrally Funded Technical Institutes/Central Government/ Autonomous Bodies/PSUs etc.
- Knowledge of computer applications like word processing, spreadsheets, PPT, Presentation software etc.
- Excellent communication skills, interpersonal skills and ability to get along with students and recruits from the corporate world/MNCs and people of all levels, including faculty and executives of Universities/Institutes of national and international repute.
- Strong professional network.

Age:- Minimum 28 years and should not have completed 40 years on the last day of application as mentioned in the advertisement.

Salary:- Rs. 90,000/- (Consolidated) per month.

Note: * With reference to the Advertisement no. IITBhilai/Staff Rec./2024/01 dated 07.08.2024 those applicant who have already applied for the said post of Training Placement officer (on Contract) need not to apply again. The same application will be considered for the selection process.

Indian Institute of Technology Bhilai
Durg, Chhattisgarh– 491002



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General Instructions:-

1. All qualifications should have been acquired from universities/institutes/boards/councils, etc., and recognized by appropriate statutory authorities. The minimum qualification, experience, and upper-age requirements may be relaxed for candidates with outstanding credentials and experience.
2. Candidates with work experience in the private sector who are producing the experience certificate should submit the experience certificate on the company's letterhead. The company's letterhead should have the company registration number and contact details of the signatory for confirmation.
3. The applicant's candidature shall be subject to verification of original testimonials during the interview. If the candidate fails to submit the required supporting documents mentioned in the CV, his /her candidature may not be considered for the interview.
4. The appointment will be for one year (on a short-term contract basis). The same may be extended, depending on vacancy.
5. Selected candidates will be entitled to only OPD medical facilities at the Institute Health Centre for self only.
6. He/ she will also be entitled to Leave as per Institute rules for contractual staff.
7. The appointment is not a regular employment and does not entitle any claim, privileges, or benefits of regular employment.
8. Only shortlisted candidates will be called for the selection process.
9. Information about the shortlisted candidates and dates of the interview will be intimated through the email mentioned in the application form.
10. The Institute reserves the right not to fill the advertised post.
11. IIT Bhilai's decision in selection matters will be final and binding.
12. If the information furnished by the candidate in any part is found to be false or incomplete or does not conform with the eligibility criteria mentioned in the advertisement, the candidature/engagement will be considered revoked/terminated.
13. Any sort of canvassing or influencing the official related to the recruitment/selection process would result in immediate disqualification of the candidate.
14. Candidates who fulfill the above eligibility criteria and are willing to apply for the post are requested to send a CV/resume to the email id recruitment_nta@iitbhilai.ac.in with the following details on or before 11.59 pm (IST) on 29.09.2024. The CV/resume should mention the age, qualifications, and experience details, along with a self-attested set of scanned certificates.



Jayesh
Registrar
IIT Bhilai.

विंग कमाण्डर डॉ. जयेश चन्द्र एस.पै (सेवानिवृत्त)
Wing Cdr. Dr. Jayesh Chandra S. Pai (Retd.)

कुलसचिव/Registrar
भारतीय प्रौद्योगिकी संस्थान भिलाई
Indian Institute of Technology Bhilai

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