



**Indian Institute of Technology Hyderabad**  
Kandi, Sangareddy, Telangana – 502284, INDIA  
Website: [www.iith.ac.in](http://www.iith.ac.in)

**Advt. No. IITH/2024/CS/11**

**Date: 20-11-2024**

**ADVERTISEMENT FOR THE POST OF ‘PLACEMENT OFFICER’ ON CONTRACT BASIS**

1. The Indian Institute of Technology Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of the Government of India, Ministry of Education, Department of Higher Education, New Delhi. The Institute invites ONLINE Applications from eligible Indian Nationals for the position of “**PLACEMENT OFFICER**” for the Office of Career services for engagement on an contract basis in IIT Hyderabad. The appointment shall be on a purely temporary basis for eleven (11) months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The details of the post are as follows:

Post No.	Name of the Post	Consolidated remuneration per month	Upper age* limit (Years)	Total Vacancies
01.	Placement Officer	Rs. 80,000/- to 1,00,000/- ( <i>Depending on the level of experience and qualifications</i> )	50	01
<b>Total</b>				<b>01</b>

(\*Relaxation in upper age limit is applicable as per GoI rules)

2. The commencement date and the last date for submission of online applications are as under:

<b>Commencement of Online Application</b>	21-11-2024
<b>Last date for submission of Online Application</b>	11-12-2024, 05:00 PM IST
<b>Mode of selection</b>	Online Interview
<b>Tentative Date of interview</b>	22-12-2024 to 30-12-2024, Date will be informed to the shortlisted candidates via mail communication.
<b>Anticipated Start Date</b>	Immediately

3. Job Description & Responsibilities :

<b>Description</b>	<p>1. The placement Officer is responsible for handling all facets of campus placements, including internships for UG/PG/PhD students of IITH. This involves establishing contact with companies, arranging for tests and group discussions, holding pre-placement talks, conducting final interviews, and any other kind of placement/internship-related activity.</p> <p>2. The role also involves providing guidance to students seeking higher education.</p>
--------------------	---

<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Analyze the recruitment trends in the industry and take proactive steps to develop potential industry relations.</li> <li>2. Collate information from leading companies about skills required for various job profiles.</li> <li>3. Develop a strategic approach to the creation and delivery of career services for alumni and students.</li> <li>4. Introduce and energize top companies in the country to open up quality career opportunities.</li> <li>5. During placements season, work with various people involved in the placement cell to ensure most students get appropriate jobs.</li> <li>6. To leverage social media platforms for sharing institute achievements, collecting relevant job opportunities, to network with employers of various designations of many companies.</li> <li>7. Responsible for providing overall guidance to students for their careers in national and international organizations.</li> <li>8. Systematically augment companies for campus recruitment to increase the number of offers to the students.</li> <li>9. Perform any other duty assigned.</li> <li>10. Travel extensively and develop a network of credible and mutual relations with potential recruiters.</li> </ol>
-------------------------	---

**4. The following are the essential and desirable qualifications for the posts notified under Para No.1:**

Post No.	Name of the Post & No. of Posts	Essential and desirable qualifications for the posts
01.	<b>Placement Officer</b> 01 Post	<p><b><u>Essential qualifications:</u></b></p> <ol style="list-style-type: none"> <li>i. A Bachelor's degree/Master's Degree from a recognized Institute/University.</li> <li>ii. A minimum of 10 years of work experience with post qualification bachelor's degree (<b>or</b>) a minimum of 7 years of work experience with post qualification master's degree (out of which a minimum of 5 years of experience as a Placement Officer in an institute of good academic standard.)</li> </ol> <p><b><u>Desirable qualifications:</u></b></p> <ol style="list-style-type: none"> <li>i. Membership of well-known HR networking bodies.</li> <li>ii. Proficiency in computer operations like Excel, Data Management, MS Windows &amp; MS Office is a must.</li> <li>iii. Excellent verbal &amp; written communication, liaison and relationship building.</li> </ol>

**5. How to apply:** The interested and eligible candidates shall apply using the link provided below. No other mode of application shall be accepted:

Link to application: [Click here for application link](#)

**There is no application fee for these positions.**

**6. General Instructions:**

<b>GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION</b>	
1.	Applicant must be a citizen of India.
2.	Candidates are required to submit ONLINE applications only. Printout of the ONLINE application form is not required to be submitted to the Institute. <b>OFFLINE applications, if submitted, will be summarily rejected.</b>

3.	Online mode of applications can be accessed through the link under Temporary Positions: <a href="https://iith.ac.in/careers/">https://iith.ac.in/careers/</a>
4.	The eligibility of the candidate in terms of qualifications/ experience, etc. shall be considered as on the date of the written test/interview. Before submitting the online application, the candidate must ensure that he/she fulfills all the eligibility criteria for the post for which she/he is applying as detailed for the respective post. Candidates will be allowed to attend the interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <b>his / her candidature will be canceled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</b>
5.	The appointment shall be on a purely temporary basis for 11 months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The appointment will be on contract basis and can be terminated at any time during the contract period with one month's notice from either side. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of the above temporary engagement.
6.	<b>Working Hours:</b> 8 hours per day, 6 days a week during the period of the engagement. However, he/she is required to work during weekends/holidays/after working hours as and when informed by the Head of the Department/ Faculty-in-Charge/ Chairperson. Campus residential accommodation will not be provided for the selected candidate.
7.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
8.	The Institute reserves the right to restrict the number of candidates for written / skill test/interviews to a reasonable limit based on qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
9.	The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates. The number of advertised posts are tentative, the actual number of posts may increase or decrease depending upon the requirement
10.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
11.	The Institute reserves the right to hold a written test/skill test/interview to select candidates for these positions.
12.	Engagement of the selected candidate(s) will be subject to necessary pre-engagement formalities viz document/certificate/testimonial checking, submission of required document/certificate/testimonial, and medical fitness certificate etc. Candidate(s) working in any organization, if selected, must submit a release/relieving letter, in original, from the present employer at the time of joining.
13.	Medical facilities to the contract employees are limited to outpatient treatment (OPD) during medical emergencies, with minimal charges of Rs. 100/- for normal OPD and Rs. 200/- for Specialists (rates subject to change as per Institute requirements). No reimbursement of medical expenses will be admissible.
	The selected candidate must possess a valid health insurance policy for the engagement period, obtained at their own expense. A copy of the policy must be submitted at the time of joining the Institute.
14.	Any legal dispute arising out of the advertisement may be challenged in the High Court of Telangana.
15.	Consolidated remuneration per month shall be subjected to statutory deductions, as applicable.
16.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on a regular basis.

17.	In case of highly meritorious candidate, selection committee may relax any of advertised terms.
18.	Candidate may contact: Office of the Career Services (Email: <a href="mailto:office.placement@iith.ac.in">office.placement@iith.ac.in</a> ) for any clarifications.
19	The last date for closing of online application is <b>11-12-2024, 05:00 PM IST</b>

**Sd/-  
Registrar  
IIT Hyderabad**