



Indian Institute of Information Technology Vadodara

Block No. 9, Government Engineering College, Sector 28,
Gandhinagar, Gujarat, India - Contact No. 079-2397 7511
www.iiitvadodara.ac.in

Applications in the prescribed format are invited from Indian Nationals for appointment to the following post of the Institute on Contract basis:

The Institute is looking for an Executive Officer in the field of **Training and Placement Officer (TPO)** who will be responsible for carrying out tasks related to placement, internship, career counseling and industry visits of students.

Advertisement No	IIITV/RECT/04/NT&VF/FEB/2018
Position/Number of Posts	Training and Placement Officer (TPO) – 01 No.
Nature of Appointment	3 years on contract extendable by up to 2 years.
Essential Qualification and Experience	<p>First Class bachelor's degree in any stream with First Class post graduate qualification in Business Administration (Human Resource as Major).</p> <p>Three years' experience for Engineers and Four years' experience for other graduates in managing human resource and corporate contacts.</p> <p>Excellent communication skills, leadership qualities, capacity for good team work and griping \initiatives.</p> <p>Ability to work under pressure at key times</p> <p>Working proficiency in Office Software.</p>
Desirable Qualification, Experience and Skills	<p>2 years' experience in similar role/ environment.</p> <p>Good communication, organizational, interpersonal and planning skills.</p> <p>Experience working with 18-25 age group.</p> <p>Ability to establish systems and procedures with personal initiative.</p> <p>Be flexible to the varied responsibility demand and able to work independently and in team.</p> <p>Be persuasive and diplomatic and polite.</p>
Key Responsibilities	<p>Corporate Communication/ Networking for relationship building with Public/ Private sector recruiters and industries for internship.</p> <p>To develop and maintain database of prospective recruiters and coordinate activities of students' placement Committee for both placement and internship.</p> <p>Ability to develop, coordinate and maintain database of industry experts and guest faculty.</p>

	To identify and facilitate domain knowledge, soft skill training from experts/ agencies in consultation with Students' Placement Committee. Any other duty assigned by the institute.
Age	40 years
Location	Gandhinagar
Remuneration	Pre-revised 6 th CPC PB3 (15600 - 39100) with Grade Pay of 5400 which relates to Rs 56,100/- (Level 10) of 7 th CPC. Eligible for all allowances as applicable to scaled contract employees such as Transport Allowance and Dearness Allowance etc.

Terms and Conditions

1. The appointment would be on full time basis and the candidate would not be permitted to take up any other assignments during the period of contract with the Institute.
2. The appointment is of temporary nature which can be terminated at any time with 30 days' notice by this Institute without assigning any reason.
3. Please submit application as per enclosed format through speed post at the under mentioned address. Also, send a soft copy of the application to < registrar@iiitvadodara.ac.in >. Please mention about the post applied for on the Top Right Corner of the envelope.

Registrar

Indian Institute of Information Technology Vadodara
Block No – 9,
c/o Government Engineering College, Gandhinagar, Gujarat 382 208
registrar@iiitvadodara.ac.in
<http://www.iiitvadodara.ac.in/>

4. Application fee of Rs. 500/- (Rs 250/- for SC/ST, PwD) to be paid as Demand Draft in favour of **Indian Institute of Information Technology Vadodara**, payable at **Gandhinagar, Gujarat (SBI branch Code: 60228)**.
5. Candidates are advised to track for any changes/ updates at our website iiitvadodara.ac.in
6. Last date of application is 5 pm on 06 April 2018.

General Conditions:

1. Self-attested copies of documents in support of age, qualification (including marks/grades) and work experience (including dates and remuneration) should be enclosed. Original documents will be verified at the time of interview.
2. Candidates should enclose a one page write-up on "How I can contribute to the activities of a placement Officer".
3. The Institute reserves the right to increase the number of posts or not to select any candidate for the post, at its own discretion.

4. Outstation candidates called for interview shall be reimbursed travel expenses from place of residence/work to Gandhinagar and back as per instructions in the call letter, on production of proof of appropriate documents in support of their eligibility and travel.
5. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
6. Fulfilling minimum qualification does not entail a call for an interview. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid candidates, on the basis of better qualification and quality of relevant experience, shall be called for test/presentation/interview. The authorities reserve all rights, not to call an applicant for interview, without assigning any reason.

Registrar