



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN
AND MANUFACTURING KURNOOL**

Jagannathagattu Hill, Kurnool- 518008, Andhra Pradesh, INDIA
(An Institute National Importance under Ministry of Education, Govt. of India)

Advt. No. IIITDMK/ATPO/Contract Recruitment /02

25/07/2024

Notification for the post of Assistant Training and Placement Officers (On-Contract)

Indian Institute of Information Technology Design and Manufacturing Kurnool, an Institute of National Importance, under Ministry of Education, Government of India, invites offline applications for the post of **Assistant Training and Placement Officers (On contract)** for a period of **one** year. Extendable based on progress and performance with suitable increment as per competent authority directive after periodic review.

Minimum Qualification and Experience:

The details of essential qualification, experience and other criteria are as under

1.	Name of Post	Assistant Training and Placement Officers (On-Contract)
2.	Number of Posts	01
3.	Age Limit	Preferably less than 40 years
4.	Total Emoluments	Rs.40,000/- Rs. 50,000/- Consolidated amount per month
5.	Educational and other Desirable Qualifications:	
Educational Qualifications: 1. UG & PG in any Engineering discipline with First Class in UG & PG		
Essential Experience: 1. Minimum 3 years' work experience in Training and Placement Activities in Academic Institutes of Repute (IITs, NITs, IIITs, Universities, R&D Organizations) or Corporate Industry, clearly indicating the role of the job.		
Job Description: a. Responsible for providing the overall career guidance to diverse UG and PG students who are from various social and economic backgrounds. b. Develop sound, credible and long-term relations with industry. c. Collate information from leading companies about skills required for various job profiles. d. Systematically augment companies for campus recruitment to increase the number of offers to the students. e. Effectively communicate with recruiters and make them understand the institute priorities, f. students' strength, the unique capabilities of the institute. g. During placements season, work with various people involved in placements to ensure most of the students get appropriate jobs in respective domains of interest. h. Work with other departments in a cordial manner for smooth execution of placements. i. Leverage social media platforms for sharing institute achievements, collecting relevant job opportunities, to network with employers of various designations of many companies. j. Efficient usage of software tools for making day-to-day analysis for placements data collection. k. The individual should be energetic, proactive, and a good communicator. l. Excellent written and oral communication skills in English. m. Ability to effectively use modern computing, document preparation, and networking applications and tools. n. Any other work as assigned by the Competent Authority.		

General Information and Instructions:

- a) The post is on a purely temporary basis.
- b) Candidates are required to carefully go through the details of qualifications, experience, and instructions that are available on the Institute website. They should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, work experience etc. as laid down in the advertisement.
- c) Incomplete/ partially filled offline application forms will not be considered.
- d) No correspondence by any means will be entertained from candidates regarding postal delays, conduct & result of interview, reasons for not being called for interview.
- e) The Institute reserves the right to shortlist only the candidates whose candidature matches with relevant work experience for the smooth execution of the activities.
- f) The decision of the Institute in all matters will be final and no correspondence whatsoever will be entertained by the candidates.
- g) The candidate is responsible for the correctness of the information provided in the application. If it is found later that any information given in the application is incorrect / False, his/her candidature /appointment is liable to be cancelled / terminated.
- h) The date and time of Interview will be informed only through the Institute website/ E- mail.
- i) The Institute reserves its right to have suitable scrutiny criteria meeting the requirements of the Institute.
- j) Applicants should go through the advertisement thoroughly and should fill up all the required information offline. Applications sent through email/FAX will not be considered.
- k) Applicants are requested to look at the website of IIITDM Kurnool (www.iiitk.ac.in) from time to time for any information, updates etc.
- l) Updates, if any will be published on the website only and will not be advertised in the newspaper.
- m) These temporary posts do not confer any right/claim for regularization/absorption at IIITDM Kurnool.
- n) No TA/DA will be paid for attending the interview.
- o) A list of shortlisted candidates to appear for an interview will be notified in the webpage of the Institute. (www.iiitk.ac.in).
- p) Envelope containing application form should be super-scribed with “**Application for the Post of Assistant Training and Placement Officer (On-Contract)**” and should reach below mentioned address on or before **19/08/2024**.

Applications complete in all respect should sent through post at the

Address: -

The Registrar,
IIITDM Kurnool,
Jagannathagattu,
Kurnool,
Andhra Pradesh – 518008

Any query contact : placementcell@iiitk.ac.in

- q) Applications which are not strictly as per the format given will be summarily rejected. Biodata/ Curriculum vitae etc. will also not be considered and will be summarily rejected.
- r) Applicants should go through the advertisement thoroughly and should fill up all the required information in the prescribed proforma as asked for.
- s) Applicants are requested to look at the website of IIITDM Kurnool (www.iiitk.ac.in) from time to time for information, updates etc. Updates, if any, will be published on the website only and not in the newspaper.



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN
AND MANUFACTURING KURNOOL**

Jagannathagattu Hill, Kurnool- 518008, Andhra Pradesh, INDIA
(An Institute National Importance under Ministry of Education, Govt. of India)

Application for Recruitment of Assistant Training and Placement Officer

Date:-

1. Name in BLOCK LETTERS				Self-attested color Photograph	
2. Father's /Husband's Name					
3. Permanent Address					
4. Address for Correspondence					
5. Mobile No.				6. Email Id:	
7. Age as on		____Years____Months		8. Date of Birth (DD/MM/YYYY)	
9. Gender					
10. Category: SC/ST/OBC/EWS/UR		11. Religion:		12. Person with Disability (Yes/No), if yes, Disability type	
13. Ex-Servicemen (Yes/No)		14. Nationality		15. Marital Status (Married/Unmarried)	
16. Examination	Year	Class	%/ CGPA	University/Institute	Subjects
SSC (10)					
HSSC (10+2)					
UG					
PG (if any)					
Others (if any)					

Attach self-attested Photocopies of Relevant Certificates) of Educational Qualifications

DETAILS OF EMPLOYMENT (Attach self-attested Photocopies of Relevant Certificates):

S. No.	Department/ Organization	Post held & nature of appointment (Regular/Contact /Outsourcing)	Pay details	Period		Duration of service (Years and Months)	Nature of duties Performed
			Emoluments/ Consolidated salary	From	To		

- Please provide relevant experience as a Training and Placement Officer (Academic Institute Experience)/ Roles and Responsibilities of Corporate Experience only needs to be listed (Attach self-attested Photocopies of Relevant Certificates):

S. No	Section/ Office/ Institute level Committee	From	To	Position Held	Responsibility Type	Responsibilities

- Any other Relevant Information (Attach Separate sheet with Details of Special achievements, Awards, Trainings, etc., if any):

UNDERTAKING:

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No. __) on the website for Assistant Training and Placement officers positions at www.iiitk.ac.in and the above information given by me is correct to the best of my knowledge and belief. I understand that my application shall be rejected if

- i) The information is not correct or
- ii) All the required certificates and documents are not attached or
- iii) Application is incomplete.

Date:

Place:

Signature of Candidate