



भारतीय सूचना प्रौद्योगिकी संस्थान

भोपाल - 462003 (मध्य प्रदेश) भारत

राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार के अधीन

Indian Institute of Information Technology

Bhopal - 462003 (Madhya Pradesh) India

An Institute of National Importance under Ministry of Education, Government of India

Ref.: Estt./Rectt./2025/1411

Dated: 30/06/2025

RECRUITMENT NOTIFICATION

Subject: Advertisement for Recruitment of Pre-Placement Officer on contractual basis (Consolidated Pay) at IIIT Bhopal

Indian Institute of Information Technology (IIIT) Bhopal is an Institution of National Importance under the Ministry of Education, Govt. of India. The Institute invites applications from eligible candidates for selection to the position of Pre-Placement Officer on contractual basis (Consolidated Pay) as per details given below:-

Name of the Position	Pre-Placement Officer
Number of Position	01 (UR)- On Contractual Basis
Remuneration	Consolidated Rs. 75000-85000/- per month (as decided by the selection committee)
Age limit	Not exceeding 45 years of age as on the closing date of this advertisement
Essential Qualifications and Experience	<p>Post Graduate Degree in Management with at least 55% marks or an equivalent from a recognized Institute/University.</p> <p>A minimum of 3 years of experience in Educational Institutions, corporate companies, or MNCs, with at least 2 years in the capacity of a Placement Officer or an equivalent position in IITs, NITs, IIITs, or equivalent reputed Universities/Institutions.</p>
Desirable Qualifications	<ul style="list-style-type: none">• First Class Bachelor Degree in Engineering• Specialization in Human Resource Management
Skill Set Expected	<ul style="list-style-type: none">• Excellent communication, presentation, and interpersonal skills.• Strong understanding of student training needs related to placements, including soft-skills, aptitude tests, and interview preparation.• Ability to assess students' strengths and weaknesses and develop suitable training interventions.• Experience in organizing and coordinating training programs/workshops on career readiness.• Proficiency in MS Office Suite and other relevant software.• Basic knowledge of entrepreneurship support for students aspiring to start their ventures.

	<ul style="list-style-type: none"> • Sensitivity to student needs and the capacity to engage with them in a supportive manner. • Teamwork and leadership to collaborate with faculty and student bodies effectively. • Self-driven, with a growth mindset and passion for mentoring young talent.
Responsibilities	<ul style="list-style-type: none"> • Assess training requirements of students to prepare for placement interviews. • Understand the skill gaps of individual students or student groups and organize targeted training to help them improve. • Conduct or coordinate sessions on soft skills, communication skills, aptitude, and interview techniques. • Organize expert-led workshops, seminars, and counseling sessions to enhance student employability. • Work closely with student representatives to track progress and tailor programs based on feedback. • Provide mentorship and basic entrepreneurial guidance for interested students. • Maintain a repository of learning resources (online/offline) for aptitude tests, communication skills, and domain-specific interview preparation. • Conduct periodic assessments or mock interviews to evaluate student readiness and track improvement over time. • Support alumni engagement by inviting recent graduates to mentor or share placement experiences with students.
Period of appointment	The appointment will be for a period of 11 (Eleven) months, extendable as per the Institute's requirements

Candidates are required to submit their applications along with all required relevant documents in online mode only. Applications received through any other mode shall be summarily rejected.

Important Dates:

Date of publication of advertisement on the Institute website : 30-06-2025

Opening date for online submission of application : 01-07-2025 (10:00 AM)

Closing date for online submission of application form: : 21-07-2025, up to 05:30 PM

Any difficulties related to the submission of the online application may be addressed to:
itsupport@iiitbhopal.ac.in

**Recruitment Cell
 IIIT Bhopal**

GENERAL INSTRUCTIONS:-

Applicants must read the following information and instructions before applying for the advertised posts:

1. The applicant must be a citizen of India.
2. Applications will be accepted only through the online mode. The link to submit the online application shall be hosted on the Institute website.
3. The selection process may comprise a test followed by an interview. Details in this regard will be provided in due course.
4. The Institute reserves the right to restrict the number of candidates for the test/interview to a reasonable limit based on qualifications, salary, relevance of experience and other academic achievements exceeding the eligibility criteria prescribed in the advertisement. Mere fulfillment of the required essential qualifications and experience does not entitle a candidate to be called for the test/interview. The Institute also reserves the right to reject any or all applications without assigning any reasons.
5. The applicant must ensure his/her eligibility for the post with respect to age, qualification, and other requisite criteria before applying for the post.
6. The candidate's age, qualifications, and experience will be evaluated based on the last date of submission of the online application for the post. Candidates must meet the specified age limit, qualification, and experience requirements as of the last date for submission of the online application.
7. Candidates may also note that, in respect of the above, their candidature will remain provisional until the veracity of the concerned documents is verified by the appointing authority. Candidates are cautioned that they will be debarred from any examination conducted by the Institute if they fraudulently claim SC/ST/OBC/EWS/PwD status or avail any other benefit.
8. The date of birth indicated in the SSC/Secondary School Leaving Certificate/Birth Certificate will be considered final and binding. No subsequent changes will be allowed.
9. Applicants should enclose/attach/upload self-attested photocopies of mark sheets and certificates in support of all qualifications and relevant experience along with the application. ***Candidates must ensure that the documents uploaded for the said post are clear, visible, and readable.*** All mark sheets, certificates, degrees and other relevant documents must be produced in original at the time of document verification as well as at the time of joining. In case it is found that the documents submitted by the candidate are fake, or that the candidate has undesirable or clandestine antecedents/background and has suppressed such information,

- they shall not be allowed to appear in the test/interview or to join. If any such willful concealment is detected even after joining, appropriate action will be taken.
10. Candidates applying for the said post should ensure that they fulfill all the prescribed eligibility criteria and conditions for the post. If, upon verification at any time before or after the test/interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the test/interview shall be cancelled.
 11. The Institute reserves the right to set higher standards and parameters for shortlisting candidates, which may include qualifications, experience prescribed in the recruitment rules, and other requirements mentioned in the advertisement/recruitment rules.
 12. The name/registration number of the shortlisted candidates will be displayed on the Institute website. No separate communication will be sent by post.
 13. Candidates are required to visit the Institute website regularly to keep themselves updated about any progress in the recruitment process.
 14. In case of any inadvertent mistake in the process of shortlisting or selection, which may be detected at any stage, even after the issuance of the appointment letter, the Institute reserves the right to modify, withdraw, or cancel such letter(s) without any prior communication to the candidate.
 15. Appointment to the post is subject to the candidate being found medically fit by the competent authority.
 16. Canvassing in any form will disqualify the candidature.
 17. The decision of the Institute in all matters related to this recruitment shall be final. No correspondence or interim inquiries will be entertained from candidates in connection with the selection process. Any dispute regarding the selection/recruitment process shall be subject to the Courts or Tribunals having jurisdiction over Bhopal.
 18. Records of the non-selected candidates shall not be preserved beyond six (06) months from the date of declaration of the final result.
 19. The application fee (non-refundable) for the post shall be as under:-
 - a. Unreserved/EWS/OBC categories : **Rs. 1000/- (One Thousand only)**
 - b. SC/ST/Women categories : **Exempted**
 20. Application fees are payable only through the designated payment gateway on the Samarth Portal. Payments made through other means will not be accepted.
 21. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.

22. All candidates are required to carefully read the instructions given with the advertisement and strictly adhere to them.
23. Success in the examination confers no right to appointment unless the Institute is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.
24. SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT. CANDIDATES ARE STRONGLY ADVISED NOT TO PAY MONEY TO ANY PERSON ASSURING EMPLOYMENT, NOR TO SEEK ANY INDIVIDUAL/POLITICAL INFLUENCE.

**Recruitment Cell
IIIT Bhopal**

Place: Bhopal

Date: 30-06-2025