



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

Estt./Rectt./2025/1868(a)

Dated: 28/08/2025

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 eligible candidates to appear in the **Walk-In Interviews** for 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 (PGDM) / MBA in any stream with at least 55% marks or an equivalent from a recognized Institute/University.</p> <p>A minimum of 3 years of experience in placement coordination, corporate relations, student career services, HR or recruitment sector.</p>
Desirable Qualifications & Experience	<ul style="list-style-type: none">• First Class Bachelor Degree in Engineering• Specialization in Human Resource Management• Experience in Higher Educational Institutions (IITs, NITs, IIITs, or equivalent reputed Universities/Institutions)• Organizing career fairs, internships, training programs etc.

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. • 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	<ul style="list-style-type: none"> • The appointment will be for a period of 11 (Eleven) months, extendable as per the Institute's requirements
Method of Recruitment	Walk-in-Interview
Date of Walk-in-Interview	10th September 2025 (Reporting time - 8:30 AM to 10:00 AM)
Venue	New Teaching Block, I Floor (IIIT Bhopal Conference Hall), MANIT Campus, Bhopal – 462003)

Note: No candidates will be entertained after 10:00 AM

**Recruitment Cell
IIIT Bhopal**

GENERAL INSTRUCTIONS:-

Candidates must read following information and instructions before applying for advertised position:

1. The candidate must be a citizen of India.
2. Applications will only be accepted in prescribed format only.
3. Candidates must ensure they meet the eligibility criteria for the position concerning age, qualification, experience, and other requirements as specified before applying. The Institute will not be held responsible for any discrepancies in this regard.
4. Candidates must bring their application along with self-attested photocopies of mark sheets/certificates in support of all qualifications and experience **on the day of the Walk-in-Interview**. All mark sheets, certificates, degrees, NOCs, and other documents must be produced in original at the time of the walk in-interview. If it is found that any documents submitted by the candidates are fake, or if the candidate has undesirable or clandestine antecedents/background and has suppressed such information, they will not be allowed to appear before the Selection Committee or join the position. In the event of any willful concealment, fraud, or suppression being detected at any stage, even after joining, the service will be liable to termination without notice.
5. For claiming the age, 10th Marksheet/DMC or the Birth Certificate will only be accepted.
6. Reservation will be followed as per GoI norms.
7. Mere fulfilment of eligibility criteria and appearing in the walk in-interview does not confer any right to appointment.
8. The Institute reserves the right to accept or reject the candidature of any candidate at any stage. The Institute also reserves the right to cancel, restrict, enlarge, modify, or alter the recruitment process as required, without issuing any further notice or assigning any reason.
9. The Institute reserves the right not to fill the advertised position. The Institute also reserves the right to withdraw the advertised position at any time without assigning any reason.
10. The initial engagement will be for a period of 11 months or until further orders, whichever is earlier. The contract tenure may be extended based on the individual's performance or the Institute's functional requirements, with the approval of the Competent Authority for a maximum of three (3) years period.
11. The selected candidate will be entitled to 1 (One) day of leave for each completed month of service. Un-availed leave will be carried forward during the contract period. No leave encashment will be payable.
12. Income Tax or any other applicable tax will be deducted at source according to prevailing rules. The office will issue a TDS certificate for this purpose.
13. The selected candidate shall not utilize, publish, disclose, or share any part of the data, statistics, proceedings, or information collected during the assignment or for the purposes of the assignment with a third party without the express written consent of the office. The selected candidates must hand over the entire set of records related to the assignment to the office before the expiry of the contract, and before the final payment is released.
14. Upon selection, the candidate shall not represent, give opinions, or provide advice to others on any matter that may be adverse in the interests of the office.
15. The engagement may be terminated by the office at any time without assigning any reasons, by giving one month's notice. If the applicant wishes to resign from the assignment, they must provide one month's notice, which may be curtailed or extended depending on the workload.

16. In case of any inadvertent error during the selection process that may be detected at any stage, even after the issuance of the offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any communication made to the candidates.
17. Canvassing in any form will lead to disqualification.
18. Any dispute regarding the selection or recruitment process will be subject to the jurisdiction of Courts / Tribunals in Bhopal only.
19. Candidates are advised to carefully study the instructions before filling out the application. No column should be left blank. Incomplete applications will be rejected.
20. No TA and DA shall be payable to the candidates for appearing in the Walk-in-Interview.
21. Decision of the Director (IIIT Bhopal) on all aspects pertaining to this recruitment, including conduct of Walk-in-interview, verification of documents and selection will be final and binding on all candidates. No representation / correspondence will be entertained in this regard.
22. Candidates are not permitted to bring any kind of electronic items such as Mobiles, Laptop or any other Bluetooth / Electrical Devices in the Interview Venue.
23. Schedule of the walk-in interview is subject to change in case of unforeseen circumstances.
24. The cut-off date for eligibility criteria (Essential Qualifications), age etc. shall be the date of Walk-in-Interview.
25. Eligible Candidates may submit an advance application through Google Form - <https://forms.gle/ZWxMjDzikQumxvqq7> along with their CV (Resume), self- attested photocopies of certificates and testimonials (in a single merged pdf) on or before 10th September 2025 (Wednesday). They have to also submit the **hard copy of application form along with relevant documents** on the day of Walk-in-Interview.
26. In-case of any queries, please email at recruitment@iiitbhopal.ac.in.
27. Time of reporting: **8:30 AM** at **IIIT Bhopal Conference Hall (Room No. TC – 208), First Floor, New Teaching Block**, MANIT Campus, Bhopal – 462003, (M.P.). No candidates will be entertained after **10:00 AM**.
28. Please visit the institute website of IIIT Bhopal (www.iiitbhopal.ac.in) regularly for further instructions/ updates.

**Recruitment Cell
IIIT Bhopal**