



# भारतीय सूचना प्रौद्योगिकी संस्थान भोपाल

भोपाल – 462003(मध्यप्रदेश)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, Govt. of India

Ref: IIITBpl/Rectt./2026/2543

Date: 26.09.2026

Indian Institute of Information Technology Bhopal (IIIT Bhopal) is one of the IIITs established by the Ministry of Education, Government of India, under Public Private Partnership (PPP) mode. The Institute presently offers UG programmes in Computer Science and Engineering (CSE), Information Technology (IT), Electronics & Communication Engineering (ECE), Physics and Computational Engineering, Mathematics and Computing, and PG programmes in M.Tech. (Regular/Part-Time) and MCA.

IIIT Bhopal invites applications from eligible Indian Nationals for the following position on contract basis:

| Sl. No. | Particulars                                     | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | <b>Name of the Post</b>                         | Training and Placement Officer (On Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.      | <b>Number of Positions</b>                      | 01 (One) UR (Unreserved)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3.      | <b>Essential Qualification</b>                  | Two-year PG Degree in Management (MBA) or PG Diploma (PGDM/PGDBM) in Human Resources or related disciplines such as Marketing, HRM, Corporate Communication, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.      | <b>Desirable Qualification &amp; Experience</b> | Bachelor's Degree in Engineering/Technology (CSE/IT/ECE and allied areas) with minimum 60% marks from a recognized University/Institution and at least 3 years of working experience in the Training & Placement Cell of a reputed Academic Institution.<br><br>Note: Candidates having CGPA/SGPA or any grading system shall submit a valid Percentage Conversion Certificate issued by the concerned University/Institution along with their application.                                                                                                                                                 |
| 5.      | <b>Desirable competencies / skills</b>          | <ol style="list-style-type: none"><li>1. Excellent verbal and written communication, presentation and interpersonal skills.</li><li>2. Industry awareness, knowledge of emerging careers and sectors, understanding of employer expectations, market trends and industry-academia collaboration practices.</li><li>3. Ability to build and maintain employer networks, corporate liaisoning, industry engagement and stakeholder management involving students, faculty, recruiters and alumni.</li><li>4. Comprehensive understanding of industry practices and corporate relations and relevant</li></ol> |

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|    |                    | <p>experience in an educational institute catering to industry-academic interface.</p> <ol style="list-style-type: none"> <li>5. Experience in coordinating recruitment drives for placements, internships and facilitating necessary training and skilling programmes for students.</li> <li>6. Experience in working with ERP portals or similar student data management tools handling campus placements.</li> <li>7. Experience in handling and usage of popular social media tools.</li> <li>8. Experience in handling and leading office teams and students' teams and organizing events connected with branding of the organization.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6. | <b>Job Profile</b> | <p>The principal duties and responsibilities of the position include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Provide overall career guidance to diverse UG and PG students from various social and economic backgrounds.</li> <li>2. Collate information from leading companies regarding skills required for various job profiles.</li> <li>3. Support mapping of knowledge and skills required with the curriculum and work with individual faculty members to ensure relevant courses cover the required knowledge and skills.</li> <li>4. Develop and maintain relationships with industries, corporate organizations and potential employers.</li> <li>5. Organize campus recruitment drives, internship opportunities, job fairs and other placement-related activities.</li> <li>6. Promote industry-academia collaboration and establish strategic partnerships.</li> <li>7. Systematically augment companies for campus recruitment to increase the number of offers to students.</li> <li>8. Effectively communicate with recruiters and make them understand the Institute's priorities, student strength and unique capabilities of the Institute.</li> <li>9. During the placement season, work with various stakeholders involved in placements to ensure that students get appropriate employment opportunities.</li> <li>10. Work with other departments in a cordial manner for smooth execution of placement activities.</li> <li>11. Maintain placement records, databases and statistics and prepare periodic reports.</li> </ol> |

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|    |                             | <p>12. Monitor placement outcomes and recommend initiatives for improving placement performance.</p> <p>13. Efficiently use software tools available for placement data collection, storage and analysis.</p> <p>14. Leverage social media platforms for sharing Institute achievements, collecting relevant job opportunities and networking with employers across various designations and companies.</p> <p>15. The position may require working during weekends and beyond regular academic/office hours depending upon the operational requirements of the Institute. Candidates are expected to be flexible in this regard.</p> <p>16. Perform any other duties and responsibilities assigned by the Competent Authority from time to time.</p> |
| 7. | <b>Monthly Salary</b>       | ₹ 80,000 – ₹ 1,00,000/- per month.<br>(Commensurate with qualification and experience, as decided by the Selection Committee on the recommendation of the Competent Authority).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8. | <b>Age Limit</b>            | Not more than <b>45</b> years as on the last date of application i.e. <b>20<sup>th</sup> October 2026</b> . Age relaxation (if any) shall be as per Government of India guidelines/norms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9. | <b>Duration of Contract</b> | <b>Initially 11 months</b> or until further orders, whichever is earlier. The contract tenure may be extended (with a break-in service of 1 working day) based on the individual's performance or the Institute's functional requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

### **Application Procedure**

The last date for submission of the duly filled-in application through email is **20<sup>th</sup> October 2026** at [recruitment@iiitbhupal.ac.in](mailto:recruitment@iiitbhupal.ac.in). The applicants must also submit a **hard copy of the duly filled-in application form along with all requisite documents/credentials** to the address mentioned below, **latest by 27<sup>th</sup> October 2026, through Speed Post**. The Institute reserves the right to summarily reject/cancel the candidature of an applicant if the application is not received by the Institute within the stipulated date and time.

**To, The Registrar (Officiating), Room No TB-201, First Floor, IIIT Office, New Teaching Block (NTB), C/O Maulana Azad National Institute of Technology (MANIT) Campus, Bhopal, M.P., INDIA. – 462003**

The envelope should be superscribed by – **Application for the contractual position of Training and Placement Officer (TPO)**

**Link for Payment – (SBI Collect):** <https://sbcollect.sbi.bank.in/sbcollect/icollecthome.html>

**Steps:**

- Log on to State Bank Collect Portal: <https://onlinesbi.sbi.bank.in/sbicollect/>
- Select Educational Institutions
- Under the Educational Institutions (Category), search for "IIIT BHOPAL"
- Select IIIT BHOPAL and thereafter under the "Payment Category", select "Other Fee"
- Fill all the mandatory fields and proceed
- In remarks please mention - TPO Application Fee.
- Fill out the requested details and process the payment (In the Remarks column, please mention: Application fee for the post of Training & Placement Officer)

**General Instructions:**

1. The candidate must be a citizen of India.
2. The above-mentioned position is purely on contract basis. Completion of the contract period shall not confer any right for further extension, regularization or permanency at the Institute.
3. The selected applicant shall have no claim against any regular position and shall not be entitled to privileges such as Housing, Medical Facility and other benefits available to regular employees of the Institute.
4. Candidates must ensure that they fulfill the eligibility criteria relating to age, qualification, experience and other requirements before applying. The Institute shall not be responsible for any discrepancy in this regard.
5. Eligibility with respect to age, qualification and experience shall be determined as on the last date of submission of applications.
6. For claiming age, only the 10<sup>th</sup> Marksheet/DMC or Birth Certificate shall be accepted.
7. The prescribed qualification and experience are the bare minimum. Mere fulfillment of the eligibility criteria shall not entitle a candidate to be called for Test and/or Personal Interview. Where a large number of applications are received, the Institute may restrict the number of candidates called for Test and/or Personal Interview based on academic performance, qualification and/or experience higher than the prescribed minimum.
8. Desirable Qualification & Experience may be considered under essential criteria if number of applicants are large (or on the recommendations of the scrutiny committee / competent authority).
9. Applications shall be accepted only in the prescribed format.
10. Mere fulfillment of eligibility criteria and appearing in the Test/Interview shall not confer any right to appointment.
11. The Institute reserves the right not to fill the advertised position and/or to withdraw the advertised position at any stage without assigning any reason.
12. Income Tax or any other applicable tax shall be deducted at source as per prevailing rules. The office shall issue a TDS certificate accordingly.
13. Any dispute relating to the selection/recruitment process shall be subject to the jurisdiction of Courts/Tribunals in Bhopal only.
14. Applicants should email the application form along with scanned copies of certificate[s]/document[s]/Mark sheets of all semester/years on the email-id [recruitment@iiitbhopal.ac.in](mailto:recruitment@iiitbhopal.ac.in) in support of their claim regarding qualification (matriculation onwards), experience, date of birth, caste, category etc. Experience Certificate should be in proper format i.e. it should be on the organization's letterhead, bearing the date of issue, specific period

of work, nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority. Original certificates & self-attested copies should be produced at the time of selection process as well as while joining.

15. Applicants should tender application fee of ₹ 500/- (Rupees Five Hundred only), including GST payable through State Bank e-collect facility (Fee payment receipt should be sent with the application form). The reference number of fee payment should be provided/mentioned while filling out the application form. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited. Persons with Benchmark Disability[ies] (PwBD) with minimum 40% disability/Ex-servicemen (ESM)/SC/ST/Women applicants are exempted from payment of application fee. (Applicants seeking benefits available for SC/ST/PwBD/ESM must be in possession of the certificates in the format prescribed by the Government of India in support of their claim at the time of application.)
16. If a candidate is eligible for fee exemption (as per mentioned categories in the point no. 20 above), supporting document should be sent along with the application form or else the candidature shall summarily be rejected.
17. Incomplete application form in any way, without the copies of all relevant certificate[s]/document[s] and without payment of prescribed application fee are liable to be summarily rejected. All the details furnished in the application will be treated as final and no changes shall be entertained. Applicants are required to keep a copy of the completed application received on email for future reference. The responsibility of correctness in the entries in the application form lies entirely with the applicant.
18. No TA/DA shall be paid for attending the selection process.
19. Applicants are advised to mention their correct and active email ID in the application, as all the correspondence or any other information will be communicated through email only.
20. **Any corrigendum/addendum relating to this advertisement shall be published on the Institute's website only. Applicants are advised to regularly check the Institute website.**
21. In case of any inadvertent mistake in the selection process detected at any stage, even after issuance of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the applicant.
22. The Institute shall verify the antecedents and documents submitted by the candidate at the time of appointment or during the tenure of service. If any document is found to be fake or any material information is found to have been suppressed, the services shall be terminated forthwith, and legal action may be initiated.
23. No interim correspondence shall be entertained regarding the conduct or result of the Test/Interview or the reasons for not being called for Test/Interview.
24. Canvassing in any form shall lead to disqualification.
25. In case of any dispute or ambiguity arising during the selection process, the decision of the Institute shall be final.
26. For any query related to submission of application, applicant may send email on [recruitment@iiitbhupal.ac.in](mailto:recruitment@iiitbhupal.ac.in). However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.
27. Applicants are required to fill out the attached form and share a single merged file (pdf) incorporating all the relevant documents (starting from 10<sup>th</sup> standard onwards) on the email-id mentioned above.
28. The Institute reserves the right to:
  - i. Reject the candidature of any candidate at any stage;
  - ii. Cancel, restrict, enlarge, modify or alter the recruitment process as required;

- iii. Increase or decrease the number of advertised posts or not fill the advertised post;
- iv. Withdraw the advertised post at any time;
- v. Modify, withdraw or cancel any communication issued to candidates in case of any inadvertent error;
- vi. Conduct Written Test, Skill Test, Personal Interview or any other form of test, wherever circumstances so warrant;
- vii. Offer the post at a level lower than that advertised, depending upon the qualification, experience and performance of the candidate; and
- viii. Draw a reserve panel against possible vacancies in future. Consequential vacancies arising during the selection process may also be filled from the available applicants; accordingly, the number of positions may change

**Sd/-**  
**Registrar (Officiating)**