



**Advertisement for Training & Placement Officer (Contractual)**

Applications are invited from Indian nationals for Training & Placement Officer (Contractual) for Indian Institute of Information Technology, Vadodara. For detailed information regarding consolidated pay, qualification, experience and other information, etc, please visit the Institute website [www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in) Interested candidates should apply in prescribed application form to be downloaded from the Institute web site. The completed application form along with scanned copies of relevant testimonials must be emailed to [selection\\_committee@iiitvadodara.ac.in](mailto:selection_committee@iiitvadodara.ac.in) latest by 6:00pm on 21<sup>st</sup> April, 2017.

Those who are in employment of Government/Govt. Undertaking/Autonomous Body must send their application through proper channel. The Institute reserves the right to cancel the recruitment procedure to the post without any prior notice as well as without assigning any reason thereof. The Screening Committee shall short-list the eligible and desirable candidates, to be called for interview.

**Eligibility criteria:**

**Education & Experience:** First Class Bachelor Degree in any branch of Engineering Master degree (with 55% marks) in Science and preferably possessing MBA-HR from reputed Institute with at least three years of experience in Training and Placement Activities.

**Salary Consolidated:** @ INR 45,000/- per month (all inclusive).

**Contract Period:** The appointment will be initially for two years which may be extended on satisfactory performance of the candidate.

**Key Responsibilities (indicative and not exhaustive)**

- Corporate communication/networking for relationship building with public/private sector recruiters.
- Developing and maintaining database of prospective recruiters
- Coordinating activities of Students' Placement Committee for both internship and final placement.
- Developing, coordinating and maintaining database of industry expert guest faculty database
- To identify and facilitate domain knowledge, soft skills training from experts/agencies in consultation with the Students' Placement Committee

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**APPLICATION FOR TRAINING & PLACEMENT OFFICER (Contractual)**

1. **NAME:**

2. **ADDRESS FOR COMMUNICATION:**

3. **PERMANENT ADDRESS:**

RECENT  
PHOTOGRA  
PH

4. **TELEPHONE NUMBER (WITH STD CODE):**

5. **MOBILE NUMBER:**

6. **AADHAR NUMBER (PROVIDE A COPY):**

7. **PAN NUMBER (PROVIDE A COPY):**

8. **CATEGORY: GENERAL/SC/ST/OBC**

9. **DATE OF BIRTH (ATTACH 10<sup>TH</sup> CLASS MARKS SHEET):**

10. **MARITAL STATUS:**

11. **EDUCATIONAL QUALIFICATION IN CHRONOLOGICAL ORDER:**

<b>DEGREE</b>	<b>YEAR OF COMPLETION</b>	<b>FULLTIME/PART TIME/ DISTANCE</b>	<b>CLASS/PERCENTAGE</b>
<b>UG</b>			
<b>PG</b>			
<b>ANY OTHER</b>			

**12. EXPERIENCE IN CHRONOLOGICAL ORDER:**

<b>ORGANIZATION</b>	<b>DESIGNATION</b>	<b>FROM</b>	<b>TO</b>	<b>TOTAL YEARS</b>

**13. CURRENT SALARY: (a) NETT\_\_\_\_\_ (b)GROSS\_\_\_\_\_**

**14. WHETHER APPLIED THROUGH PROPER CHANNEL  
(ENCLOSE FORWARDING LETTER/NOC FROM CURRENT EMPLOYER):**

**15. IF APPOINTED TIME REQUIRED FOR JOINING:**

**16. REFERENCES: i) Name:\_\_\_\_\_Telephone Number:\_\_\_\_\_**

**ii) Name:\_\_\_\_\_Telephone Number:\_\_\_\_\_**

**DECLARATION**

**I \_\_\_\_\_ S/o D/o \_\_\_\_\_ hereby  
declare that the aforesaid details provided by me is true to the best of my knowledge and  
belief.**

**NAME IN BLOCK LETTERS AND SIGNATURE**

**DATE:**