



## Recruitment Notice for Non-Teaching Contractual Positions to be engaged through Third Party Manpower Supply Service Agency

Advt. No.: IIITN/ADMIN/2024-25/SO(T&P)-TP/004

Date: 15/01/2025

*The applications are to be filled Online Only through the Recruitment Portal of the Institute. The link to Recruitment Portal is available on the Institute Website viz. [www.iiitn.ac.in](http://www.iiitn.ac.in).*

Indian Institute of Information Technology, Nagpur (IIITN) is one of the 20 Indian Institutes of Information Technology established under Public-Private Partnership Scheme by Ministry of Education (MoE), Government of India. IIITN has been declared as an “**Institution of National Importance**” under the provisions of IIIT (PPP) Act, 2017 and at present the Institute is functioning under Department of Higher Education, Ministry of Education and is supported by Department of Higher Education, Government of Maharashtra and Tata Consultancy Services, Mumbai as Industry Partner.

IIIT, Nagpur is offering Under Graduate and PhD Programs in Computer Science & Engineering (CSE) and Electronics & Communication Engineering (ECE), Artificial Intelligence & Machine Learning, Data Science & Analytics, Human Computer Interaction & Gaming Technology and Internet of Things.

The Institute is located at a distance of about 25 Kms from the Nagpur City at S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur (Maharashtra) – 441108.

The Institute invites applications from eligible candidates for the following Non-Teaching Contractual Position to be engaged through Third Party Manpower Sourcing Agency:

### **Name of the Post: Senior Officer (Training & Placement) – One Post**

**Job Description:** He / She will assist the Registrar / Faculty In-Charge (T&P) mainly in all the matters related to Students Placements / Internships. He / She is expected to have knowledge and ability to compile & analyze student’s data, interact with Industries and must have domain knowledge like Pre-Placement Procedures, Arrangement of Aptitude Test, Group Discussions, Technical as well as HR Interviews, Institute-Industry Interaction etc.

He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required. Proficiency in computer operations is a must.

**Reporting to:** Registrar or as advised by the Competent Authority from time to time.

**Qualification & Experience:** Graduate in any discipline from recognized University / Institute with **Training & Placement Work Experience of at least one year** is essential.

Experience in Educational Institute of national repute like IITs / NITs / IIITs will be a distinct advantage. The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good oral and written communication skill in English / Hindi is essential.

**The Supporting Documents duly signed by the Competent Authority specifically for Training & Placement Experience needs to be invariably attached / uploaded along with the application.**

**Remuneration: Rs. 90,000/- Per Month. (Consolidated)**

### **General Information and Instructions to Applicants**

1. The position is purely temporary & contractual in nature for a period of 11 Months with provision for subsequent extensions as per Institute Policy subject to performance. The position shall be filled through the Third-Party Manpower Supply Service Agency. Decision of the Director shall be final in all respect.
2. The Institute reserves the right to reject any /all application(s) and/or cancel the advertisement in whole or in part without citing any reason at any stage of processing.
3. The Institute reserves the right to increase or decrease the number of posts to be filled as per the sole discretion of the Director.
4. No TA/DA and/or Lodging/Boarding will be paid for attending the Interview.
5. **Accommodation shall be provided for attending the interview on “First cum First” and paid basis subject to availability.** Candidates are advised to note that the availability of accommodation is not guaranteed. The relevant details regarding Guest House Availability are provided on the Institute Website.
6. The Interviews shall be held in Offline Mode, the dates of which shall be intimated to the eligible candidates in due course.
7. The applications are to be filled Online through the Recruitment Portal of the Institute. The link to Recruitment Portal is available on the Institute Website viz. [www.iiitn.ac.in](http://www.iiitn.ac.in). **The Applicants are not required to send the hard copy of the Online Application Form.**
8. Candidates are advised to fill the Online Prescribed Application Form within the stipulated time. **The Recruitment Portal shall be closed on due date & time. The candidates would have to upload the relevant supporting documents online.**
9. ***The Candidate will have to bring the original documents along with one complete set of self-attested photocopies of the Online Application and supporting documents at the time of interview for verification.***
10. At the time of verification of documents, if documents are not as per Institute’s criteria or originals are not presented then candidate will not be allowed to attend Interview / selection shall be cancelled. Hiding information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
11. All qualification, experience and age limit will be recognized as on the closing date of receipt of the application.

12. **The Institute reserves the right to set higher norms than minimum while short listing taking into account the specific requirements of the Institute. The short-listing norms shall be binding on the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants. Fulfillment of qualifications per-se does not entitle a candidate to be called for the interview.**
13. The Institute may conduct Written Test and/or Interviews depending on the number of applications received. The decision of the Director, IIITN shall be final regarding the same.
14. Any modification/correction/addition etc. if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
15. Institute reserves the right to offer lower post to the candidate otherwise found suitable.
16. No correspondence regarding reasons for not short listing the candidate shall be entertained. The decision of the Director shall be final in all respect.
17. The Institute shall communicate, through the Third Party, the relevant details pertaining to the joining only to the selected candidate(s) directly through email. No communication shall be done / entertained to / from the candidate(s) who have not been selected.
18. In case of any inadvertent mistake in the process of recruitment detected at any stage, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
19. The appointments to this Non-Teaching Post is through Third Party Manpower Supply Service Agency and do not automatically create any right or preference towards appointment made on the rolls of IIIT Nagpur in the future.
20. In case of any dispute regarding Recruitment Process, decision of the Director, IIITN shall be final.
21. In case of any Legal Dispute regarding the Recruitment Process, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.
22. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.
23. **The last date for submission of the Online Application through Recruitment Portal is 04<sup>th</sup> February 2025 (5:00 PM).**

**DIRECTOR**