



(An Institution of National Importance under MoE, Government of India)

**Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127**

Ph: +91 44 2747 6313

Email: recruit@iiitdm.ac.in

IIITDMK/Admn/C/7 -2021

20 October 2021

**Engagement of Training and Placement Officer  
(On Contract basis)**

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram is an Institution of National Importance established in 2007 by the Ministry of Education, Government of India and is located at outskirts of Chennai. It is a Centre of Excellence for pursuing Design and Manufacturing oriented Engineering Education and Research and for promoting competitive advantage of Indian products in global markets.

IIITDM Kancheepuram is presently offering undergraduate, postgraduate, dual-degree programmes in the areas of Computer, Electronics, Mechanical Engineering and inter-disciplinary Ph.D programmes in core and applied areas of engineering. It functions with the vision to groom engineers with design and manufacturing skills. The institute gives significant amount of emphasis for practice courses and theory concepts are also explored along with the relevant laboratory course.

IIITDM Kancheepuram invites candidates for the following temporary position purely on **contract basis** for:

Name of the post	<b>Training and Placement Officer</b>
Essential qualification & Experience	<ul style="list-style-type: none"><li>• B.E./B.Tech in Engineering / Technology from reputed Institution / university.</li><li>• Minimum 5 years of proven experience in placement in an academic institution or HR or marketing roles in the manufacturing or IT industry; and minimum of 10 years overall work experience.</li></ul>
Desirable Qualification	<ul style="list-style-type: none"><li>• Possessing MBA-HR from reputed Institution is an added value</li><li>• Preference will be given for those with industry experience.</li></ul>
Competence	<ul style="list-style-type: none"><li>• Knowledge of recruitment processes, hiring trends, expectations of entry level roles, compensation packages across industries</li><li>• Ability to network and build relations with HR managers in manufacturing and IT industries, PSUs, MNCs and other organizations</li><li>• Excellent communication and presentation skills (oral &amp; written) and Interpersonal skills</li><li>• Ability to work with a variety of students and understand their aspirations / capabilities / challenges</li><li>• Positive attitude, proactive and optimistic nature</li></ul>

Responsibilities	<ul style="list-style-type: none"> <li>Strengthen the existing client base through deeper engagement with their HR / Operations / CTOs and create opportunities for interaction with students / faculty with a view to attract high packages for students</li> <li>Identify, segment, and target new clients through multiple channels – direct, social media, participation in industry events, etc.</li> <li>Plan and manage campus visits of prospects and placement drives to deliver a holistic experience to the visitors, highlighting the positives / unique capabilities and achievements of the students / faculty</li> <li>Organize training programs / counseling to facilitate career planning for students</li> <li>Collaborate with students and develop them into brand ambassadors; Sustain relationship with alumni and track their progress and connections</li> <li>Collaborate with student representatives to track improvement in different parameters relating to graduation outcomes</li> </ul>
KRAs	<ul style="list-style-type: none"> <li>Deliver 10% improvement in the Graduation Outcomes index every year</li> <li>20% of new client base to be added every year</li> <li>20% increase in average salary package every year</li> </ul>
Emoluments	Rs. 75,000/- per month (inclusive of all allowances)
Duration	For period of one year which may be extended as per the requirement of the Institute.

**General Instructions / Information to the candidates:**

Candidates having the requisite qualification and experience should upload the resumes at <https://forms.gle/qScPsXk514T98vjz9> (google form) **on or before 15.11.2021, 05:00 PM** and **only shortlisted candidates** shall appear before the selection committee with their bio-data and all original certificates/documents of educational qualifications, experience along with its photocopies and a recent photograph for Interview/ personal discussion.

**The date of interview will be intimated to the shortlisted candidates by email.**

No TA / DA is payable for attending the interview.

**Place of Interview:**

Administration Section

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram  
Melakkottaiyur, Vandalur - Kelambakkam Road, Chennai-600 127

Contact No: 044-27476312/6300, Email: [recruit@iiitdm.ac.in](mailto:recruit@iiitdm.ac.in), Website: [www.iiitdm.ac.in](http://www.iiitdm.ac.in)

**Sd/-  
Registrar**