



இந்திய தகவல் தொழில்நுட்பக் கழகம், திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI
(An Institute of National Importance under MoE, Govt. of India)
SETHURAPATTI, TRICHY-MADURAI HIGHWAY, TIRUCHIRAPPALLI 620012
Website: www.iiitt.ac.in Mail id: office@iiitt.ac.in

Date : 11/11/2025

1. Introduction

The Indian Institute of Information Technology Tiruchirappalli (IIITT) is an Institute of National Importance established under the Ministry of Education, Government of India, in Public- Private Partnership (PPP) mode. The institute aims to provide high-quality education and research in Information Technology and allied areas, fostering industry collaboration and student employability.

The Institute invites applications from eligible Indian nationals for the post of Training & Placement Officer (TPO) on a purely contractual basis for 11 months, extendable based on performance and institutional requirements.

The position is strictly on-site; no remote option will be provided. Interested candidates may apply within 15 days of this advertisement. The remuneration for the role is ₹50,000 per month.

Post No.	Name of the Post	Consolidated remuneration per month	Upper age* limit (years)	Total Vacancies
01	Placement Officer	50,000/-	50	01
Total				01

The commencement date and the last date for submission of online applications are as under:

Last date for submission of the application	26th November, 2025. 11PM
Mode of selection	Interview

2. Job Description

Job Description	The Training & Placement Officer (TPO) will be responsible for managing all aspects of campus placements and internship activities for the students of IIIT Tiruchirappalli. The role involves building and maintaining strong industry collaborations, organizing placement drives, and mentoring students for successful career outcomes. The position is strictly on-site, and the selected candidate will be required to work from the institute campus.
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2.1 Job Responsibilities:

1. Develop and maintain partnerships with recruiters, companies, and industry bodies for student placements and internships.
2. Design and execute a comprehensive placement strategy to ensure optimal employment opportunities for graduating students.
3. Coordinate pre-placement talks, tests, group discussions, and interviews (both online and offline).
4. Liaise with alumni and industry professionals to organize workshops, lectures, and career development programs (virtually or on-site).
5. Provide career counselling, resume-building assistance, and interview preparation for students through digital or in-person sessions.
6. Collaborate with faculty, administration, and alumni to align placement goals with institutional objectives.
7. Prepare placement brochures, maintain placement statistics, and analyze market trends to identify emerging opportunities.
8. Identify skill gaps and organize relevant training or certification programs for students.
9. Represent IIIT Tiruchirappalli at external placement events and ensure smooth execution of on-campus and off-campus drives.
10. Leverage social media and digital platforms to enhance institute visibility and recruiter engagement.
11. Collect and analyze feedback from recruiters and students to continuously improve placement processes.
12. Perform any additional duties as assigned by the Institute.

3. Available Positions (purely contractual)

Post No.	Name of the Post & No. of Posts	Essential and desirable qualifications for the posts
01	Placement Officer - 01	<u>Essential Qualifications:</u> 1. First Class Master's degree in Business Administration (MBA) or equivalent from a recognized university/institute. 2. Minimum 5-7 years of relevant experience as a Placement Officer or HR Manager in industry, academic institutions and corporate relations. 3. Postgraduate degree with at least 60% marks from a recognized university/institute. <u>Desirable Qualifications:</u> 1. Membership in professional HR/placement associations. 2. Proficiency in MS Office, data management tools, and communication platforms. 3. Strong communication, presentation, and networking skills. 4. Proven ability to collaborate effectively with diverse stakeholders including students, faculty, and corporate leaders. 5. Experience in developing national/international recruiter networks.

4. How to apply:

Candidates must fill the application form (pages 5-7) and send it along with all supporting documents (in a single PDF file) to recruitment@iiitt.ac.in .

Along with this candidate need to fill the google form and upload the single PDF: <https://forms.gle/j2AzNdvFV62daxoo8>

5. General Instructions:

GENERAL INSTRUCTIONS	
1.	The candidate must be an Indian citizen.
2.	The appointment is purely contractual for 11 months, extendable based on performance.
3.	The engagement can be terminated by either side with one month's notice.

4.	The TPO will be required to work on-site at IIIT Tiruchirappalli.
5.	Working hours: All days except Sunday, notified holidays as per institute calendar
6.	No on-campus accommodation will be provided.
7.	All educational qualifications must be from recognized institutions.
8.	The Institute reserves the right to shortlist candidates based on experience and qualifications.
9.	Incomplete or improperly filled applications will be rejected..
10.	The Institute reserves the right to cancel the recruitment process at any stage without assigning any reason.
11.	Disputes, if any, shall fall under the jurisdiction of Tiruchirappalli, Tamil Nadu.
12.	Applicants should regularly check the IIIT Tiruchirappalli website for updates and notifications.



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Annexure I

Application Form for Placement Officer

(purely contractual)

Affix your recent
passport size
photograph

1. Name in Full: _____
2. Date of Birth : DD_____MM_____YY_____
3. Gender: _____ Nationality: _____
4. Marital status: _____
5. Father/Spouse's name: _____
6. Permanent Address: _____

_____ PIN Code_____
7. Address for communication: _____

_____ PIN Code_____
8. Contact No.: _____ Email id: _____
9. Alternate Contact No. : _____ Email id: _____
10. PAN Card No. : _____
11. Aadhar card No.: _____
12. Blood Group: _____
13. LinkedIn profile link: _____

Part-2
(Qualification and Experience)

14. Educational/Professional Qualifications in reverse chronological order

(Attach attested copies of Certificates and Mark Sheets)

Examination Passed	Board/ University	Duration of Degree	Year of Passing	% of Marks	Div.

15. Details of employment, if any in reverse chronological order (Attach Photocopies of Relevant Certificates):

#	Organization name	Designation	From	To	Responsibilities

16. Any other Relevant Information (Details of Special achievements, Awards, Trainings etc.)

17. Recruitment process you are planning to adopt at IIIT Tiruchirappalli in brief.

18. Best practices followed in the annual placement process

19. Type of training offered to students to facilitate placement

20. Remedial measures adopted to help poorly/not placed students in the (pre)final year

21. What should be the strategy of the placement officer to bring more companies to IIIT Tiruchirappalli?

22. Referees (Two), with name designation and address:

First Referee:

Name: _____ Designation: _____

Address: _____

Email ID: _____ Mobile No.: _____

Second Referee:

Name: _____ Designation: _____

Address: _____

Email ID: _____ Mobile No.: _____

23. Have you ever been discharged/ suspended from any position? (Yes/ No) If yes, provide particulars:

24. Have you ever been convicted by any court of Law? (Yes/ No)

25. Have you any relation among the employee of IIIT Tiruchirappalli (Yes/ No)

If yes, provide details:

26. If appointed, how much time would you require to report for the duty?

DECLARATION

I hereby declare that I have read and understood the recruitment rules and instructions and that all information provided is true and correct to the best of my knowledge

Signature of the Applicant

Place.....

Date.....

*(Please compile the filled-in document along with all enclosures into one PDF and
send it to recruitment@iiitt.ac.in)*