



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
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Advt. No. IIITT/T&P Cell/2026/09-01

Dated: 08.09.2026

**ROLLING ADVERTISEMENT FOR THE POST OF
TRAINING & PLACEMENT OFFICER / ASSISTANT
(PURELY CONTRACTUAL)**

The Indian Institute of Information Technology Tiruchirappalli (IIITT), an Institute of National Importance under the Ministry of Education, Government of India, invites eligible Indian nationals for the post of Training & Placement Officer /Assistant. The appointment is purely contractual.

The details are as follows:

1.	Essential Qualifications and Experience	1. Ph.D / Master's degree in any discipline from a recognized University/Institute, with at least 60% marks or equivalent CGPA. 2. Minimum three (3) years of relevant post-qualification experience in Training & Placement, HR or a closely related function in a recognized educational institution or reputed organization. 3. Good written and verbal communication skills, professional email drafting ability, interpersonal skills, and competence in digital record/database management. 4. Ability to coordinate placement drives, recruiter hospitality and placement documentation.
2.	Job Responsibilities	1. Interact regularly with companies, recruiters and industry representatives through official email, telephone, virtual meetings and in-person visits; invite organizations for internships and campus placements and maintain professional recruiter relationships. 2. Manage recruiter communication and mail tracking, Job Description/Job Notification requests, reminders, schedules and follow-up mails; maintain company Point-of-Contact (PoC) details, response status, pending actions and communication history. 3. Maintain and update the Institute placement portal/recruitment system, including recruiter profiles, internship/job postings, eligibility criteria, deadlines, student applications, shortlists, test/interview schedules, offers and final results; ensure accuracy and timely updates. 4. Coordinate pre-placement talks, online/offline tests, group discussions, interviews, company visits, venue/lab arrangements, interview panels, student communication and other placement-drive logistics. 5. Maintain placement and internship records, offer details, recruiter/student feedback, placement statistics and supporting documents; prepare periodic reports, dashboards and analytics for review by the Training & Placement Cell and Institute authorities. 6. Support student placement-readiness activities such as resume review, aptitude/soft-skill/technical training coordination, mock interviews and identification of skill gaps; coordinate with internal faculty as required. 7. Handle general coordination and interactions with students, faculty members, department placement coordinators, alumni, recruiters,

		training partners/vendors and Institute administration, and perform any other placement-related duty assigned by the competent authority.
3.	Salary (consolidated)	Rs. 50,000/- to Rs. 80,000/- per month depending on the performance.
4.	Nature and Period of Engagement	1. The engagement is purely contractual and does not confer any right for regular/permanent appointment in the Institute. 2. The initial contract shall be for a period of 11 months, extendable based on satisfactory performance and Institute requirements for two more terms. 3. The engagement may be terminated by either side by giving one month's notice. 4. The selected candidate shall work according to Institute timings and may be required to work beyond normal hours or on weekends/holidays during placement activities without additional remuneration, as per Institute requirements
5.	Selection Process	Written test followed by interview (based on the number of candidates reporting).
6.	Date & Time of Interview	26.09.2026 & 10.00 AM
7.	Venue	<i>Room No: 220, I Floor, Sir C.V. Raman Academic and Administrative Block, IIIT Tiruchirappalli, Sethurapatti, Tiruchirappalli - 620012</i>
8.	Last date for Applying	Applications received on or before 23.09.2026 will be considered for the interview scheduled on 26.09.2026.

Note:

1. Eligible candidates are required to submit the application in the Google Form link given below and attend the interview **with all original academic and experience certificates** (if any) and a **valid photo identity proof**.
2. **Further, bring one set of photocopies of the testimonials mentioned below.**

Details of the Documents/Testimonials	Online Submission Procedure
a. Detailed CV/Resume* b. Passport-size photograph* c. SSLC Marksheet* d. HSLC Marksheet (or) Diploma Consolidated Marksheet & Degree* e. UG Consolidated Marksheet & Degree* f. PG Consolidated Marksheet & Degree* g. Ph.D Degree h. Work Experience Certificates i. Valid Government ID proof*	Kindly fill in the google forms link given below: https://forms.gle/6SL07QNbAftE7z7Z7

***Mandatory**

3. Candidates shall ensure their eligibility before applying for the position that they intend to apply for.
4. Candidates are advised to report at 9 AM on 26.09.2026 for registration.
5. The appointment can be terminated with a 1 month notice before the completion of the tenure if the performance is not satisfactory.
6. The shortlisted candidates will be intimated through e-mail.
7. No TA/DA is admissible for attending the selection process.
8. The decision of the selection committee is final.
9. Canvassing in any form leads to the rejection of the candidature.

10. IIIT Tiruchirappalli does not bear any implications/obligations on the recruited staff.
11. Selected candidates will not be permitted to claim any regular/part-time appointments in this institute or any other during this period. This post is purely temporary.
12. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and the decision of the Director of IIIT Tiruchirappalli, in this regard, shall be final.
13. In case of any queries, please send an email to placement@iiitt.ac.in

Sd/-

T&P Cell