



# भारतीय प्रौद्योगिकी संस्थान रोपड़ INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग, रूपनगर, पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001

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**Advertisement No: 20**

**Date: 31-July-2015**

## **Advertisement for the Post of Placement and Corporate Relations Executive**

IIT Ropar invites applications for the following position:

**Position:** Placement and Corporate Relations Executive

**Job Responsibilities:** The Executive will be attached to the Career Development and Corporate Relations Center of the Institute and will report to the Faculty in-Charge of the Center. He/She will maintain up to date data base of Companies with names of CEOs, Senior Executives and HR Heads concerned and facilitate correspondence between the Faculty in-Charge of the Center and the Companies concerned or directly communicate with them on e-mail or telephone as required, to facilitate campus placements of students in jobs and internships. The Executive will be required to coordinate with Recruiting Companies, Students, and Faculty members for Campus Placement, Internship, Career Development activities, and other related works.

### **Educational Qualification and Experience:**

Two year regular MBA degree from a recognised University or equivalent, after a Masters degree in Science or a Bachelors Degree in Engineering, with not less than 55% on the aggregate or 5.5 CPA in the qualifying degree with 2 years relevant experience after MBA

or

Masters Degree in Science or a Bachelors Degree in Engineering (or an equivalent degree) with not less than 55% or 5.5 CPA at the qualifying degree with 5 years of relevant experience.

### **Additional requirements for the post:**

The relevant experience mentioned above should preferably be in an educational or training institution. The candidate should have proven experience in working in teams involving students, young trainees, corporate executives and senior personnel.

The candidate should have excellent communication and computer skills including MS office tools. Knowledge in Information Systems is desirable.

Working hours in this job can sometimes extend to after institute working hours on weekdays and on weekends/others holidays.

**Location:** IIT Ropar, Rupnagar, Punjab (about 40 km from Chandigarh)

**Application Fee:** Nil

**Job Type:** On Contract, initially for a period of one year and will be extended based on performance.

**No. of posts:** 01 (One)

**Age Limit:** Below the age of 55 (preferably) as on closing date for the Advertisement

**Pay:** In the range of Rs. 40,000 to Rs. 60, 000 (consolidated). A higher salary may be offered to a candidate with higher qualification and relevant experience.

**Hiring Process:** On the basis of Test, Group Discussion and Interview

**Last Date for application:** 21-August-2015

**How to Apply:**

Interested candidates are requested to apply online on the following link

<http://www.iitrpr.ac.in/application-form-TnP-posts>

- In addition to the online application submission as mentioned above, a signed hard copy version of the submitted application received in your email with all supporting documents should also be submitted to Registrar at the following address by the deadline:

Registrar  
Indian Institute of Technology Ropar,  
Nangal Road, Rupnagar, Punjab – 140001

*Candidates attending test, GD and interview will be paid to & fro fare using Second or Third AC class depending on eligibility with the shortest route within India.*

**General Information:**

- 1) The position is temporary and on contract.
- 2) No interim correspondence will be entertained.
- 3) The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for test/interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
- 4) The Institute reserves the right to fill or not to fill the post advertised.
- 5) Hard copy of online application received after the last date, unsigned, without enclosures or incomplete in any other respect shall not be considered.
- 6) No correspondence will be entertained from candidates regarding postal delays, conduct and result of test/ interview and reasons for not being called for test/ interview etc.