



# Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)

Reference No: IIITS/Recruitment/Staff/2022/08/T&P Officer

Opening Date: August 23, 2022

Closing Date: September 12, 2022

## Advertisement for Recruitment of Training and Placement Officer on contract basis

Indian Institute of Information Technology Sri City Chittoor (IIITS) was established by Government of India as an *Institute of National Importance under the Act of Parliament* in PPP model along with Government of Andhra Pradesh and Industry Partners-Sri City Foundation and Sri City Pvt. Limited.

IIITS is located in Sri City ([www.sricity.in](http://www.sricity.in)), a decade old state of the art industrial city located about 60 KMs north of Chennai. Sri City is spread over 8000 acres encompassing a multi-product Special Economic Zone (SEZ), Domestic Tariff Zone (DTZ), Free Trade & Warehousing Zone (FTWZ) and Electronics Manufacturing Cluster. Sri City is hosting over 175 companies from 27 countries. The institute has access to the industries and social infrastructure available in Sri City through the Industry Partner.

Established in 2013, IIIT Sri City Chittoor (IIITS) has emerged to be one of the top institutes among its peers due to academic and research advancements. The institute presently offers UG programmes in two disciplines- Computer Science and Engineering (CSE) and Electronics and Communication Engineering (ECE). It is proposed to offer Minors in the UG programmes in thrust areas such as Cyber Security, Smart Manufacturing, AI & Machine Learning, FinTech, Cyber-Physical Systems, Data Analytics, and so on. IIITS has a significant focus on research demonstrated through sponsored projects and scholarly publications. The institute offers MS and PhD programmes in both disciplines

IIITS envisions to be a globally known institution for IT education, research and development. The institute has special thrust to attract and retain talented faculty members who can make a mark in teaching and research at the international level. The current faculty members at IIITS are from leading universities from India and abroad with excellent teaching and research credentials.

### 1. Job Description:

IIITS is looking for qualified candidates to be appointed as a full-time Training and Placement Officer. Training and Placement Officer is responsible for handling all facets of campus placements, including Internships for UG students of IIIT Sri City. This involves establishing contact with companies, arranging for tests and group discussions, holding pre-placement talks, conducting final interviews, and any other kind of recruitment related activity. The role also involves providing guidance to students seeking higher education.

Responsibilities:

- Responsible for providing overall guidance to students for their careers.
- Communicate with students in an emphatic manner to understand the student's aspirations and lead the student to reach his dream career.
- Collate information from leading companies about skills required for various job profiles.
- Support mapping of knowledge and skills required with curriculum and work with individual faculty to ensure relevant courses cover the knowledge and skills.
- Profile students based on standard tests and provide guidance & training for improvement with internal faculty and consultants.
- Systematically augment companies for campus recruitment to increase the number of offers to the students.
- Introduce and Energize with top companies in the country to open up quality career opportunities matching students outstanding capabilities.
- To effectively communicate with university recruiters and make them understand the institute priorities, students strength, the unique capabilities of the institute,
- During placements season, work with various people involved in placements to ensure most students get appropriate jobs.
- Ability to work with other departments in a cordial manner for smooth execution of placements.
- Study Training & Placement Centers at benchmarked Universities and come up with initiatives and programs.
- For students seeking higher education, provide guidance in application process and coordinate with internal faculty and leading overseas Universities.
- To leverage social media platforms for sharing institute achievement, collecting relevant job opportunities, to network with employers of various designations of many companies.
- To use and master the software tools available for placements data collection, storage, and analysis.

**2. Minimum Eligibility Criteria:**

- Masters Degree (full-time) from reputed university, MBA Preferable.
- Minimum 5-10 years of industry experience with 2 years in a lead role, preferably in related roles for Senior TPO and Minimum 2-5 years of industry experience with 2 years in a lead role, preferably in related roles for TPO
- Excellent Communication Skills, PR, liaison and relationship building.
- Ability to develop sound, credible and reciprocal relations with industry.
- Ability to work with UG students who are from various social and economic backgrounds.

**Type of role:** Full Time

**Location:** Sri City, AP

**Salary:** Attractive package commensurate with qualification and relevant experience. In addition to fixed consolidated salary, performance based incentives will also be paid.

**Start Date:** Immediate

**Term of Appointment:** Contract for a period of 11 months (extendable based on performance and the requirement of the Institute)

**How to Apply:**

Filled in Application Form along with supporting documents and passport size photograph in scanned version should be submitted via email ([careers.staff@iiits.in](mailto:careers.staff@iiits.in)) with subject "Application for Training and Placement Officer" "Name of the Candidate" on or before **12/09/2022**. However, hard copy of application along with documents should reach the undersigned before **17/09/2022**.

**Registrar I/c**

**Indian Institute of Information Technology Sri City, Chittoor  
630 Gnan Marg, Sri City, Chittoor District - 517 646, AP, India**

Call letters will be sent through e-mail to the candidates shortlisted for the interview. Candidates called for interview will be required to attend at their own expenses

**Note:**

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold a written test / skill test / interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
6. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
7. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview.

**About IIIT Sri City, Chittoor :** For details please login to [www.iiits.ac.in](http://www.iiits.ac.in)

Note: Any corrigendum or amendment regarding this advertisement will be published in the institute's website- [www.iiits.ac.in](http://www.iiits.ac.in)

Registrar I/c.