



भारतीय सूचना प्रौद्योगिकी संस्थान राँची

Indian Institute of Information Technology Ranchi

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

Ranchi, Jharkhand, India – 835217

Advt. No: IIITR/RG/2024/111

Date: 01/08/2024

Walk-in-Interview for the appointment of Placement cum PRO

Indian Institute of Information Technology Ranchi is an autonomous Institute setup by the MoE, Government of India, and Government of Jharkhand along with the industry partners Tata Technologies Limited, TCS and CCL on a Public Private Partnership.

MoE, Government of India has taken up the initiative to setup 20 new Indian Institutes of Information Technology (IIITs) on a Public Private Partnership Model. A major objective in establishing IIITs is to set up a model of education which can produce best-in-class human resources in IT and harnessing the multi-dimensional facets of information technology in various domains. While the number of students produced by these IIITs would be small, the impact they create would be great. The IIIT Ranchi is funded by Government of India (50%), Government of Jharkhand (35%) and Industry Partners (15%).

The institute is managed by professionals from the area of academics and research, under the guidance of a Board of Governors of the Institute that has representatives of participating Industry partners, eminent academicians & researchers and representatives from Government. IIIT Ranchi will focus on applied research and education in IT and in selected domain areas. IIIT Ranchi will contribute significantly to the global competitiveness of key sectors of the Indian economy and industry.

IIIT Ranchi is offering the following under graduate (UG), post graduate (PG) and Ph.D. Programmes:

- B. Tech/B.Tech (Hons.) in Computer Science and Engineering
- B. Tech/B.Tech (Hons.) in Electronics and Communication Engineering
- B. Tech/B.Tech (Hons.) in Computer Science and Engineering with Specialization Data Science and Artificial Intelligence
- B. Tech/B.Tech (Hons.) in Electronics and Communication Engineering with Specialization Embedded System and IoT
- M. Tech in Embedded System and IoT
- M. Tech in Data Science and Artificial Intelligence
- Executive M. Tech in Data Science & Artificial Intelligence, Design Thinking and Innovation, Embedded System and IoT, and Autonomous Connected Electric Vehicles
- Ph.D in all areas of CSE
- Ph.D in all areas of ECE
- Ph.D in all areas of Humanities/Social Sciences and Management
- Ph.D in all areas of Mathematics
- Ph.D in all areas of Physics

1. Job Description

IIIT Ranchi is looking for qualified candidate to be appointed as a full-time Placement cum Public Relation Officer on Contract. Placement cum Public Relation Officer will be

responsible for handling all facets of campus placements, including Internships for UG, PG and PhD students. 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 involves providing guidance to students seeking higher education.

Responsibilities:

- Responsible for providing overall guidance to students for their careers.
- 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.
- During placements season, work with various people involved in placements to ensure most students get appropriate jobs.
- For students seeking higher education, provide guidance in application process and coordinate with internal faculty and leading overseas universities.

2. Eligibility Criteria:

(A) Essential Qualification

(i) MBA/PGDM from reputed University/Institute

or

Master degree in any discipline of Engineering/Science/Commerce/Arts from reputed University/Institute with at least 55% marks or its equivalent.

and

(ii) Minimum 5-10 years of industry experience with 2 years in a leadership role, preferably in related areas.

(B) Desired Qualification

(i) Excellent communication skills, PR, liaison and relationship building.

(ii) Ability to develop sound, credible and reciprocal relations with industry.

(iii) Ability to work with UG students who are from diversified social and economic backgrounds.

3. Age Limit: Should be below 45 Years.

4. Salary & Benefits: Consolidated salary in the range of Rs 60000 to Rs 80000 p.m. commensurate with qualifications and relevant experiences. Higher pay may be considered for deserving candidate with relevant experience.

GENERAL INSTRUCTIONS

1. Applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions.
2. The post is purely temporary and initially for a period of 11 months only which can be extended up to a maximum of 2 years subject to performance of the candidate.
3. Prescribed application form can be downloaded from the website www.iiitranchi.ac.in.
4. Candidate will be interviewed only after scrutiny of education, experience certificates and other necessary certificates. Hence, candidates are required to carry all the original certificates. If a candidate fail to produce any original certificate/document, his candidature will not be considered.
5. The filled in application form along with one set of self attested photocopy of the certificates and one latest passport size color photographs have to be submitted at the time of interview.
6. Applications without complete information/ supporting documents will not be considered.
7. All qualifications, experience and age limit will be recognized as on the date of walk-in-interview. Age relaxation in case of SC / ST / OBC / Ex-servicemen / PH candidates against reserved posts will be followed as per Government of India norms.
8. The Institute reserves the right to increase or decrease the number of vacancies or cancel the recruitment process for one or more posts.
9. Canvassing in any form will be treated as a disqualification for the post and cancellation of candidature.
10. No TA/DA will be paid for attending test/ interview.
11. The institute further reserves the right to decide the mode of screening and testing the applications for shortlisting.
12. Candidates from category (ST/ SC/ OBC/ EWS/ PH etc.) have to produce category certificate issued from competent authority. In case of OBC candidates, the NCL certificate must be issued on or after 1st April 2024.
13. Preference will be given to deserving candidates working in IIITs/IITs/NITs/Central Govt./State Govt., and, suitable moderation in experience if any may be granted by the screening/ selection committee appointed by the competent authority.

14. Legal disputes, if any, with IIIT, Ranchi will be restricted within the jurisdiction of Hon'ble High Court of Jharkhand, Ranchi only.
15. The scanned copy of the filled application form should also be sent by email to establishment@iiitranchi.ac.in. The last date of sending scanned copy of filled application forms by email is ~~26/08/2024~~ (revised date is 02/09/2024).
16. **Self- attested copies of following documents are required to be attached with the application form failing which the application shall be rejected:**
- The filled in prescribed application form duly signed on all the pages.
 - Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet issued by Central / State Board indicating date of birth.
 - Post-Graduation/Graduation/ Diploma/ I.T.I etc. certificate and Mark-Sheets.
 - Academic records (Marks/Grade Cards and Certificates from SSLC/Matriculation onwards up to highest degree).
 - NOC from the present employer if applicable.
 - Valid certificate for OBC-NCL issued by the competent authority on or after 1st April 2024.
 - Experience certificates if applicable.
 - Identity card (Aadhar/PAN/voter ID/ any ID issued by Govt. of India/State Govt.)
 - Other relevant Certificate.

17. **Schedule for walk-in-interview: -**

Name of posts	Date & Time
Placement cum Public Relation Officer	10:30 a.m. on 30/08/2024 (revised date is 05/09/2024)
Eligible candidates have to report for walk-in-interview at IIIT Ranchi, ARTTC BSNL Campus, Getlatu, Near Jumar River Bridge, P.O.: Neori Vikas Vidyalaya SO, Hazaribagh Road, Ranchi -835217 (Jharkhand) with original certificates along with one set of the self-attested photocopy of the certificates and one latest passport size color photographs.	

**Sd/-
Registrar**