



भारतीय सूचना प्रौद्योगिकी संस्थान कोटा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KOTA
SPL-269, RIICO Industrial Area, Kuber Extension, Ranpur, Kota – 325003,
Ph: 0141-2715071, E-Mail: office@iiitkota.ac.in

No.: IIITK/2025-26/T&P/2001/

Date: 23.04.2026

ADVERTISEMENT FOR WALK-IN INTERVIEW
Advt. No: - IIITK/T&P/2026/01 (Contract)

Engagement of Training and Placement Manager (purely on short term contract basis)

IIIT Kota invites Applications for the post of Training and Placement Manager purely on short term contract basis for an initial period of one year which can be further extended up to three years based on the performance of the incumbent. This post is purely on short term contract basis and the applicant will not have any claim to regularization with IIIT Kota.

IIIT Kota offers a dynamic and supportive work environment, as well as opportunities for professional growth and development. The Training and Placement Manager will be an important member of our team, helping to strengthen the institution's ties with leading MNCs/ industries/ organizations that offer internship and job opportunities to our students.

Eligibility Criteria:

Qualification: Minimum of a postgraduate degree in areas such as Engineering/ Management/ Computer Applications/ Social Science/ Business/ Development/ Marketing. The applicant must have the first division in UG and PG.

Experience: At least 3 years' experience in training and placements/ marketing/operations/ business developments or related fields with proven track record.

Age limit: Maximum 45 years

Salary: Consolidated pay of Rs. 50,000/- per month. The Training and Placement Manager so appointed shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc.

Leaves: Leave rules applicable to a regular Government employee will not be applicable to this contractual appointee. However, a contractual appointee will be entitled to leave as per institute norms.

Desirable Qualities:

- Strong communication and interpersonal skills with a very good command over English. Proficiency in other languages is a plus.
- Ability to work independently and collaboratively, and to manage multiple projects simultaneously.

- Familiarity with training and placement process and database.
- Familiarity with digital marketing and social media platforms.
- Experience in event planning and project management.
- Polite demeanour and ability to handle healthy and active relations with MNCs/industries/companies/organizations and their representatives.
- Proficiency in MS Excel and MS Word.
- Management and administrative skills with high punctuality, and skill in planning and organizing workloads.
- Holds responsibility on assigned tasks.
- Working with team spirit and cohesiveness

Roles & Responsibilities:

- Develop and maintain relationships with the reputed MNCs/industries/companies/organizations and their representatives.
- Invite reputed MNCs/industries/ companies to provide internship and placement opportunities.
- Regular follow-up with the companies, managing the time schedule of companies and allocation of the available timeslots for the recruitment drive.
- Plan and execute soft skill development training for IIIT Kota students as per industry demand.
- Create and implement strategies for improving the internship and placement statics.
- Outreach and communication, including newsletters, social media, and other digital channels.
- Develop and manage the updated database of HR professionals and keep accurate records of placement statistics.
- Conduct research to identify and track company trends and interests.
- Social media dissemination of information related to training and placement activities.
- Communication with alumni and ask them for placement support in alma matter.
- Any other work required for training and placement cell.

Important Instructions for Candidates:

- The applicant will be responsible for the authenticity of information, and other documents submitted.
- Mere, possessing the prescribed qualification does not ensure that the candidate would be called for a presentation/ Interview.
- The Candidates will be shortlisted on the basis of merit and need of the training and placement cell. IIIT Kota reserves the right to fix suitable criteria for short-listing of eligible candidates.
- Only shortlisted candidates will be informed about the interview by e-mail/Mobile and no separate interview letter will be issued for the same. So, the candidate must provide valid E- mail IDs in their applications.
- Candidates should appear for the presentation/ interview at their own cost along with their original certificates on the announced date and time.
- The engagement may be discontinued at any time by one month's notice in writing either by the employee or employer.

Terms and conditions

- The applicant has to sign the term and conditions approved by the BoG vide Resolution No. BoG/2/2024/08 which is attached as **Annexure-A**.

How to apply: Interested candidates must apply ONLINE only through the Institute website <https://iiitkota.ac.in/>. Applications received through any other mode shall not be accepted and summarily rejected. The last date for filling online application is one month from the date of the publication of the advertisement.

**Sd/-
Registrar**

Terms & Conditions for engagement of a person on Contract Basis in the Indian Institute of Information Technology Kota

1. The engagement shall be on contract basis initially for a period not exceeding one year which may be extended at the discretion of Competent Authority subject to satisfactory performance and also subject to the requirement of the Department. The engagement can be terminated at any time by the Institute without assigning any reason.
2. The monthly remuneration will be consolidated amount Rs. 50,000.
3. There will be no annual increment/percentage increase during the contract period. No House Rent Allowance shall be admissible. Paid leave of absence at the rate of 1.5 days for each completed month of service may be allowed. Accumulation of leave beyond a calendar year is not allowed.
4. He/she shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time.
5. He She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all the time.
6. In case he/she remains absent from duty, a proportionate deduction from the remuneration will be made. Further, the engagement may also be terminated. In addition to the normal working days, if he/she is required to attend the office on Saturday Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
7. He/she shall not be entitled to the benefits like Provident Fund, Pension, Gratuity or any other benefits available to the government servants who have been appointed in the Government.
8. He/she shall not have any claim to any post under the institute on the basis of this engagement as Contract employee.
9. He/she shall be required to maintain decorum and office discipline as expected from a responsible officer.
10. He She shall be required to sign the non-disclosure agreement. He/ She is required to submit a declaration regarding his/her marital status.
11. If any declaration or information furnished by him/her proves to be false or if he/she is found to have wilfully suppressed any material information, he/she shall be liable to termination of the contract.

12. The Department reserves the right to terminate the contract at any time in case:
- a) The contractual employee is unable to satisfactorily complete the assigned tasks;
 - b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;
 - c) The contractual employee is absent from duty without authorization;
 - d) The Department chooses not to renew the contract at the end of the initial period of engagement.

13. In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days' prior notice to the Institute.

14. Confidentiality clause

During the period of engagement with IIT Kota, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Institute to anyone who is not authorized to have the same. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/advice to any person other the Institute on any matter during the period of his/her engagement with the Department. The contractual employee should sign Non-Disclosure Undertaking (Form A).

15. The other terms and conditions as mentioned in advertisement shall also apply.

NON-DISCLOSURE UNDERTAKING

To,

The Registrar,
IIIT Kota

Sir,

1. I hereby undertake to treat all the information that comes to my knowledge as part of my duties in this offices confidential information and keep it strictly confidential.
2. Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
3. To hold such confidential information in-trust and confidence both during and after the term of engagement.
4. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with IIIT Kota which would otherwise conflict with my obligations towards IIIT Kota
5. To abide by data security policy and related guidelines issued by IIIT Kota.
6. Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
7. To maintain highest standards of ethics & integrity during the period of engagement.
8. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Department any records/material, equipment, documents or data which is of confidential nature.
9. I shall keep IIIT Kota informed of any change in my address or contact details during the period of my engagement.
10. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
11. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

Dated:

Signature
Name Address & Contact No.