

**Advt. No. IIITM/2025/PLO/1**

**Date: 18-08-2025**

**ADVERTISEMENT FOR THE POST OF 'PLACEMENT OFFICER' ON CONTRACTUAL BASIS**

The Indian Institute of Information Technology Senapati, Manipur, is an Institute of National Importance, Government of India, established by an Act of Parliament in 2017 in Public-Private Partnership mode under the Ministry of Education, Government of India. The objective of the institute is to develop technology and manpower for Information Technology-related industries and make Manipur a preferred destination for providing IT-related services and a gateway to Southeast Asia.

The Institute invites Applications from eligible Indian Nationals for the position of "PLACEMENT OFFICER" on contract basis in IIIT Manipur. The appointment shall be on a purely temporary basis for eleven (11) months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The details of the post are as follows:

Post No.	Name of the Post	Consolidated remuneration per month	Upper age* limit (years)	Total Vacancies
01	Placement Officer	1,00,000/-	50	01
<b>Total</b>				<b>01</b>

(\* Relaxation in upper age limit is applicable as per GoI Rules)

The commencement date and the last date for submission of online applications are as under:

Last date for submission of the application	31 August 2025, IST 11:59 PM
Mode of selection	Interview

**2. Job Description & Responsibilities:**

Job Description	<p>The Placement Officer is responsible for handling all facets of campus placements, including internships for UG/PhD students of IIIT Manipur. This involves establishing contact with companies, arranging for tests and group discussions, holding pre-placement talks, conducting final interviews, and any kind of placement/internship-related activity. The role also involves providing guidance to students seeking higher education.</p>
	<ol style="list-style-type: none"> <li>1. Primary responsibility shall be to collaborate with recruiters/industry associations for successful placement of students.</li> <li>2. Strategize to achieve successful career outcomes for the graduating class through a robust campus placement process.</li> <li>3. Achieve individual targets assigned for the annual recruitment process, summer internships and live projects.</li> <li>4. Plan and engage with alumni, firms and judiciary for strategic activities including guest lectures, panel discussions, conclaves, workshops, competitions, etc.</li> <li>5. Manage and support student career services, including career counselling, grooming and helping in the preparation of students for facing interviews.</li> <li>6. Work with key stakeholders including Alumni, Faculty, Administration, Communications and Admissions teams to achieve both career services and larger institutional objectives.</li> <li>7. Contribute to the preparation of placement brochures and other literature for firms. Analyse the recruitment trends in the industry and take proactive steps to develop potential industry relations.</li> <li>8. Collate information from leading companies about skills required for various job profiles and Undertaking necessary activities towards skilling of students.</li> <li>9. Identifying potential companies for placement and creating partnerships and to develop a network of credible potential recruiters.</li> <li>10. Organize in-campus and out-of-campus placement events and accompanying students for placement events.</li> <li>11. Conduct briefing sessions to prepare and disseminate information on job profile, company, future prospects etc., before every placement event</li> <li>12. Collecting feedback from recruiters, students &amp; stakeholders and analysing the same to facilitate</li> <li>13. To leverage social media platforms for sharing institute achievements, collecting relevant job opportunities, to network with employers of various designations of many companies.</li> <li>14. Responsible for providing overall guidance to students for their careers in national and international organizations.</li> <li>15. Systematically augment companies for campus recruitment to increase the number of offers to the students.</li> <li>16. Any other functions or additional duties that may be assigned from time to time.</li> </ol>

**3. The following are the essential and desirable qualifications for the posts notified**

Post No.	Name of the Post & No. of Posts	Essential and desirable qualifications for the posts
01	Placement Officer 01	<p><b><u>Essential Qualifications:</u></b></p> <p>a. First Class in Master in Business Administration (MBA) from a recognized Institute/ University.</p> <p>b. Minimum of seven (7) years' experience as a Placement Officer or Human Resource Manager in industry</p> <p style="text-align: center;"><b>OR</b></p> <p>a. Post Graduate degree from a recognised Institute/University with a minimum aggregate of 60% marks.</p> <p>b. A minimum of ten (10) years' of work experience as a Placement Officer after Bachelor's / Post Graduate degree from a recognized Institute/ University or HR in industry</p> <p><b><u>Desirable Qualifications:</u></b></p> <p>a. Membership of well-known HR networking bodies.</p> <p>b. Proficiency in computer operations like Excel, Data Management, MS Windows &amp; MS Office is a pre-requisite.</p> <p>c. Excellent verbal &amp; written communication, liaison and relationship building. Excellent interpersonal and communication skills, PR, liaison, and relationship building.</p> <p>d. The ability to work well with others, both internally and externally, from a wide variety of backgrounds.</p> <p>e. Ability to develop sound, credible and reciprocal relations with national and international organizations.</p>

**4. How to apply:** Fill the application form available at <https://iiitmanipur.ac.in> and email to [recruitment@iiitmanipur.ac.in](mailto:recruitment@iiitmanipur.ac.in) along with all the relevant document as one PDF. No other mode of application shall be accepted.

**5. General Instructions:**

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION	
1.	Applicant must be a citizen of India.
2.	Candidates are required to submit ONLINE applications only. Printout of the ONLINE application form is not required to be submitted to the Institute. OFFLINE applications, if submitted, will be summarily rejected.
3.	Advertisement and the application form are available at <a href="https://www.iiitmanipur.ac.in">https://www.iiitmanipur.ac.in</a>

4.	Before submitting the online application, the candidate must ensure that he/she fulfils all the eligibility criteria for the post for which she/he is applying as detailed for the respective post. Candidates will be allowed to attend the interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
5.	Applications will be summarily rejected if all the relevant certificates (Experience/ Caste/ Educational/ Proof of DOB etc.) are not enclosed as per the instructions or incompletely filled. The certificates of work experience should be in proper format i.e., it should clearly state his/her designation, period of service in the organization, nature of work assignment(s) and the pay. The experience letter should be on the organization's letterhead, bear the Date of issue, Name and Designation of the issuing authority along with their Signature and Stamp. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of Experience.
6.	The appointment shall be on a purely temporary basis for 11 months, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The appointment will be on contractual basis and can be terminated at any time during the contract period with one month's notice from either side. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IIIT Manipur by virtue of the above temporary engagement.
7.	Working Hours: 8 hours per day, 6 days a week during the period of the engagement. However, he/she is required to work during weekends/holidays/after working hours as and when informed by the Director. Residential accommodation will not be provided for the selected candidate.
8.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
9.	The Institute reserves the right to restrict the number of candidates for written / skill test/interviews to a reasonable limit based on qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
10.	The Institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates. The number of advertised posts are tentative, the actual number of posts

	may increase or decrease depending upon the requirement
11.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
12.	The Institute reserves the right not to fill the post advertised or cancel the advertisement without assigning any reason, and its decision in this regard shall be final. The Institute reserves the right to hold a written test/skill test/interview to select candidates for these positions.
13.	Engagement of the selected candidate(s) will be subject to necessary pre-engagement formalities viz document/certificate/testimonial checking, submission of required document/certificate/testimonial, and medical fitness certificate etc. Candidate(s) working in any organization, if selected, must submit a release/relieving letter, in original, from the present employer at the time of joining.
14.	The selected candidate must possess a valid health insurance policy for the engagement period, obtained at their own expense. A copy of the policy must be submitted at the time of joining the Institute.
15.	Any dispute regarding any matter arising pursuant to this advertisement shall be subject to the Jurisdiction of courts at Imphal, Manipur.
16.	Consolidated remuneration per month shall be subjected to statutory deductions, as applicable.
17.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on a regular basis.
18.	In case of highly meritorious candidate, selection committee may relax any of advertised terms.
19.	Candidate may contact: (Email: <a href="mailto:recruitment@iiitmanipur.ac.in">recruitment@iiitmanipur.ac.in</a> ) for any clarifications.
20.	The last date for closing of online application is <b><del>31-08-2025, 11:59 PM IST</del></b> <b>Extended deadline: 15-09-2025, 11:59 PM IST</b>

Registrar