

**Engagement of Senior Training and Placement Officer
(On Contract basis)**

Indian Institute of Information Technology Design and Manufacturing, Kancheepuram is an Institution of National Importance established in 2007 by the Ministry of Education, Government of India and is located at outskirts of Chennai. It is a Centre of Excellence for pursuing Design and Manufacturing oriented Engineering Education and Research and for promoting competitive advantage of Indian products in global markets.

IIITDM Kancheepuram is presently offering undergraduate, postgraduate, dual-degree programmes in the areas of Computer, Electronics, Mechanical Engineering and inter-disciplinary Ph.D programmes in core and applied areas of engineering. It functions with the vision to groom engineers with design and manufacturing skills. The institute gives significant amount of emphasis for practice courses and theory concepts are also explored along with the relevant laboratory course.

IIITDM Kancheepuram invites candidates for the following temporary position purely on **contract basis** for:

Name of the post	Senior Training and Placement Officer – 01 Post
Essential qualification & Experience	<ul style="list-style-type: none">B.E./B.Tech in Engineering or a Post graduate in any discipline from a reputed Institution / universityMinimum 15 years of overall work experience, of which 10 years of proven experience in placement in an Institute of National Importance / reputed higher educational institution or HR in manufacturing or IT industry
Age	<ul style="list-style-type: none">Not exceeding 50 Years as on application deadline
Desirable Qualification	<ul style="list-style-type: none">Possessing MBA-HR from reputed Institution is an added valuePreference will be given for those with industry experience.
KRAs	<ul style="list-style-type: none">Facilitate the achievement of ₹1 crore per annum (or higher) CTC offers.Deliver 10% improvement in the Graduation Outcomes index every year20% of new client base to be added every year20% increase in average salary package every year
	<ul style="list-style-type: none">Strong industry connect and execution capability to support the institute in achieving high-value placement outcomes, including offers with CTCs of ₹1 crore per annum or more.Knowledge of recruitment processes, hiring trends, expectations of entry level roles, compensation packages across industriesAbility to network and build relations with HR managers in manufacturing and IT industries, PSUs, MNCs and other organizationsExcellent communication and presentation skills (oral & written) and Interpersonal skills

Competence	<ul style="list-style-type: none"> • Enhance the institute's brand perception among recruiters and industry stakeholders • Ability to work with a variety of students and understand their aspirations / capabilities / challenges • Positive attitude, proactive and optimistic nature
Responsibilities	<ul style="list-style-type: none"> • Strengthen the existing client base through deeper engagement with their HR / Operations / CTOs and create opportunities for interaction with students / faculty with a view to attract high packages for students • Identify, segment, and target new clients through multiple channels – direct social media, participation in industry events, etc. • Plan and manage campus visits of prospects and placement drives to deliver a holistic experience to the visitors, highlighting the positives / unique capabilities and achievements of the students / faculty • Organize training programs / counseling to facilitate career planning for students • Collaborate with students and develop them into brand ambassadors; Sustain relationship with alumni and track their progress and connections • Collaborate with student representatives to track improvement in different parameters relating to graduation outcomes • Organise CEO/ HR Conclaves
Emoluments	<ul style="list-style-type: none"> • Based on the Experience and Competency, Rs.1,10,000/- to Rs.1,40,000/-
Duration	<ul style="list-style-type: none"> • For a period of TWO year which may be extended as per the requirement of the Institute

General Instructions / Information to the candidates:

Candidates possessing the required qualifications and relevant experience are requested to submit their resumes to recruit@iiitdm.ac.in on or before 24 June 2026. Only those candidates who are shortlisted will be invited to appear before the Selection Committee for an interview/personal discussion.

Shortlisted candidates must bring their bio-data along with original certificates/documents pertaining to educational qualifications and experience, along with one set of photocopies and a recent passport-size photograph at the time of the interview.

The interview schedule will be communicated to the shortlisted candidates via email.

No TA/DA will be provided for attending the interview.

Place of Interview:

Administration Section

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram Melakkottaiyur, Vandalur - Kelambakkam Road, Chennai-600 127

Contact No: 044-27476312/6303, Email: recruit@iiitdm.ac.in, Website: www.iiitdm.ac.in

Sd/- Registrar