



भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे

Indian Institute of Information Technology, Pune

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

Gat No - 5 & 6, Vill - Nanoli-Tarf Chakan, PO – Talegaon, Tah – Maval, Dist - Pune, Maharashtra – 410507

Advt. No.: IIITP/Admin/Outsource/TPO/2025-26/02

Date: 10th October 2025

WALK-IN-INTERVIEW FOR THE POST OF

TRAINING AND PLACEMENT OFFICER (TPO) – ON CONTRACT BASIS

Indian Institute of Information Technology (IIIT) Pune is an Institute of National Importance established by an Act of Parliament in 2017. The Institute aims to create a vibrant academic and professional environment. To strengthen its Training and Placement Cell, IIIT Pune invites applications from eligible Indian Nationals for the following contractual position through an outsourced agency.

1. Name of the Post

Training and Placement Officer (TPO) (On contract through outsourced agency)

2. Department

Training and Placement Cell

3. Number of Position

01 (One)

4. Educational Qualification and Experience

Educational Qualification

Essential:

- Post-Graduation with **minimum 55% marks** in any discipline from a recognized University/Institute.
- Proficiency in **MS Office Suite** and database management.
- Good oral and written communication skills in **English/Hindi**.

Desirable:

- Preference will be given to candidates with **MBA / ME / M.Tech / Higher Educational Qualification** from a recognized Institute.

Experience

Essential:

- Minimum **3–5 years of experience** as a Training & Placement Officer in reputed technical institutions or equivalent industry experience with a wide professional network.

Desirable:

- Experience in an educational institute of national importance such as **IITs / NITs / IIITs**.
- Proven leadership, excellent communication, and negotiation skills. Strong ability to coordinate with industries, prepare placement strategies, and maintain industry relations.

5. Pay Scale

Consolidated pay of ₹90,000/- to ₹1,00,000/- per month, based on experience and competence.

6. Age Limit

Below 50 years

7. Contract Period

The appointment will be for an **initial period of 11 months** through the outsourced agency or until the contract period of the agency. The selected candidate shall have **no claim for permanent employment** against the regular posts of the Institute.

8. Roles and Responsibilities

- Design and implement effective training and placement strategies.
- Analyze industry trends and adapt placement methods accordingly.
- Build and maintain partnerships with industry, government, and professional bodies.
- Coordinate campus placements, internships, student skill development, and industry engagement.
- Oversee end-to-end placement activities including employer outreach, recruitment drives, and feedback.
- Generate placement reports and handle post-placement communications.
- Represent the Institute in placement forums such as the **Inter-IIIT Placement Committee (IPC)**.
- Travel for industry visits and employer meetings as required.
- Operate and manage **Career Development Cell (CDC)** activities efficiently

9. Mode of Selection

Selection will be based on Personal Interview only. No TA/DA will be provided for attending the selection process.

10. Application Fee

₹300 + **GST 18%** = **₹354/-** only (non-refundable)

Payment is to be made through the Institute's official website: www.iiitp.ac.in

11. Application Process

Interested and eligible candidates may **appear directly for the interview** before the Committee at IIIT Pune.

Candidates are required to **bring their updated CV**, along with **original documents and one set of photocopies** in support of their qualifications, experience, and identity proof.

Additionally, candidates may send a **confirmation email** with their CV to **JS1.ESTT@iiitp.ac.in** stating their intent to appear for the interview.

12. General Instructions

1. The post is purely contractual and does **not guarantee permanent employment** at IIIT Pune.
2. The Institute reserves the right to **not fill the position** or cancel recruitment at any stage without assigning reasons.
3. Incomplete applications or those without required supporting documents will be rejected.
4. The decision of the Competent Authority shall be **final and binding** in all matters.
5. All updates/corrigenda shall be published **only on the Institute's website**. Applicants are advised to check it regularly.

13. Important Dates & Time

- **Walk-in Interview date: 23rd October 2025**
- **Reporting time: 10:00 A.M onwards**

14. Interview Venue

Indian Institute of Information Technology (IIIT), Pune
Via – MIDC Road, Gat No. 5 & 6, Village – Nanoli-Tarf Chakan
Post – Talegaon, Tal – Maval, District – Pune, Maharashtra – 410507

15. How to Reach IIIT Pune

- **By Train:** Pune Railway Station is approx. 40 km away. Take a cab, rickshaw, or city bus to Talegaon Station.
- **Bus:** Buses towards Talegaon Station are available.
- **By Air:** Pune International Airport is approx. 40 km away. App-based taxi services may be used.

16. Mandatory Documents to Bring (Original + One Self-Attested Copy)

- Valid **Photo ID** (Aadhaar, PAN, Voter ID, etc.)
- Educational Qualification Certificates
- Experience Certificates (if any)
- Updated CV
- Passport-size Color Photograph
- Payment Reference Copy

17. Contact

For any queries, email: **JS1.ESTT@iiitp.ac.in**