

## Advertisement for the Position of Project Officer – Placement Office

Outsource: HR- 55

Date: 23 Sept 2025

The Outsource Agency invites online applications to fill the following post, to work at IIT Jammu on an outsource basis:-

No of post	Name of the post	Age Limit	Period of Engagement	Consolidated Salary Package
01	Project Officer – Placement Office	35 years	1 year	40,000 – 50,000 per month

### **Eligibility Criteria**

- (i) Master's degree in Management, HR, Marketing/Sales or a related field.
- (ii) 3 years of experience of relevant work experience.
- (iii) Proficiency in MS Office/Google Suite with strong data management skills.
- (iv) Excellent communication, networking, and interpersonal skills.

### **Desirable**

- (i) Prior experience in handling campus placements or corporate recruitment processes.
- (ii) 5 years of experience of relevant work experience.

### **Job Description**

The Placement Office at IIT Jammu seeks a qualified professional to support and strengthen its placement and internship activities. The role involves managing student engagement, recruiter coordination, and administrative responsibilities while proactively building and maintaining strong industry relations.

### **Key Responsibilities:**

- (i) Coordinate with companies for campus placements, internships, and recruitment drives.
- (ii) Network with industry professionals to establish and strengthen corporate relations.
- (iii) Assist in organizing pre-placement talks, interviews, and related logistics.
- (iv) Maintain and update student and recruiter databases.
- (v) Provide support and guidance to students for placement-related preparation and queries.
- (vi) Prepare reports, maintain placement records, and ensure smooth communication with stakeholders.
- (vii) Collaborate with faculty, student placement teams, and administrative offices.

### **General Instructions:**

- (i) This is purely a temporary engagement on an Outsource basis, and selection does not entitle for any claim what-so-ever for regularization against any regular post or any vacancy arising in future or any cadre/post on the basis of this service at the client organization, that is, IIT Jammu.
- (ii) The selected candidate will be deployed at IIT Jammu on outsource basis.
- (iii) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- (iv) Only shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates.
- (v) The candidates needs to bring all the original documents for verification during Trade Test/Interaction.

### **Application Submission:**

- (i) Candidates are required to submit online application latest by 03-10-2025 for submission of application please visit on <https://apply.iitjammu.ac.in> on behalf of outsource Agency for wider reach.
- (ii) Incomplete information shall be summarily rejected.
- (iii) Candidates must provide details of 10<sup>th</sup> or equivalent, 12<sup>th</sup> or equivalent, graduation, post-graduation qualification (if any) and last pay certificate (if any).