

INDIAN INSTITUTE OF MANAGEMENT ROHTAK

Indian Institute of Management Rohtak invites applications for the position of Placement Officer

Mode of Appointment: Regular/Contract/Deputation

Good candidates may be considered for a Regular position. Candidates may be considered for contract position as well. If appointed regular, probation norms will apply. If appointed on contract, a fixed consolidated salary commensurate.

Qualification: Post-Graduate degree or diploma (under 10+2+3/4+2 scheme) in any discipline. Candidates having post-graduate degree/diploma in Management / Mass Communication from a reputed University / Institute is preferred.

Experience: Minimum 5 years (3 years for SC/ST) of relevant post-qualification experience in a government department or academic/research institute or corporate sector. Experience in national/international reputed institute/organisation is desirable. Applicants should have good communication & interpersonal skills and should be able to communicate with top HR officials of multinational and Indian companies and other related departments. Excellent working knowledge of computer applications is essential.

Age: Not exceeding 40 years (45 years for SC/ST) as on the last date for receiving application.

Functions:

- (i) Conducting job Placement activities and negotiating employment opportunities with employers.
- (ii) Conducting seminars and workshops relating to interview skills, job readiness techniques and vocational information.
- (iii) Recommending and advising students concerning career selection, job internships and job search.
- (iv) Working regularly and closely with students to identify needs, interests, employment barriers, and obtainable resources, and to respond to student requests and/or questions concerning placement support.
- (v) Reporting to Chairperson Placement.
- (vi) Any other task as deemed appropriate by Chairperson Placement or Competent authority.

Salary: Approximate CTC- 07 lakhs per year.

No. of Posts: One

GENERAL INFORMATION/CONDITIONS RELATED TO ADVERTISED POSITION

1. The application in Prescribed Format complete in all respects along with self-attested copies of certificates (including experience certificate) and marksheets should be received at the following address by post/courier on or before **January 14, 2017** and applications received after the last date will not be considered.

**To,
Chief Administrative Officer,
I.I.M Rohtak
M.D University Campus, Rohtak - 124001**

2. Interested candidates may also send a scanned copy of their filled & signed application in the Prescribed Format and duly signed other relevant documents, in advance to the following e-mail id: careers@iimrohtak.ac.in with subject line "Application for the post of Placement Officer". Nonetheless, the original application must still be sent as specified in (1) above.
3. The above position requires a near 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
4. The Institute reserves the right to increase/decrease the number of position advertised for recruitment during the process; not to fill up any / all position(s) / select or reject any candidate without assigning any reason thereof.
5. The Institute solely reserves the right not to fill the advertised position without assigning any reason. The Institute also reserves the right to limit the total number of candidates to be called for selection process. The decision of the Institute in this regard shall be final.
6. Only shortlisted applicants will be contacted.
7. The Institute shall verify the antecedents and/or documents submitted by a candidate at the time of appointment or at any time during the tenure of service. In case it is found at any time that any of the documents submitted by the candidate are falsified or tampered or the candidate has doubtful antecedents/background and has suppressed information, then his/her candidature stands cancelled or his/her services may be terminated.
8. The Institute shall not be responsible for any postal delay.
9. No TA/DA or any other allowance will be paid by the Institute for attending the selection process.
10. Candidates are required to bring all original certificates of their academic and professional qualifications and work experience for verification on the date of selection process.

For Prescribed Application Format please [click here for Application form](#)