राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

NITR/ES/2026/L/3448 Date: 06/11/2026

NOTICE

National Institute of Technology, Rourkela intends to engage one **Training & Placement Officer (on contract)** at Career Development Centre (CDC) to manage campus recruitment, corporate relations, and student skill training at NIT Rourkela, Odisha. Accordingly, applications are invited from the eligible candidates as per the criteria stated below.

ELIGIBILITY:

A. Essential Qualification:

Master's Degree (full-time) in Engineering/ Technology/ Science/ Management or 02 years PGDM-HRM (full-time) from a reputed University/ Institute with 60% marks or 6.00 CGPA throughout the career.

Desirable:

B.E./ B.Tech (any branch of Engineering) followed by MBA (full-time) preferably in HRM or 02 years PGDM-HRM (full-time) from a reputed University/ Institute with 60% marks or 6.00 CGPA throughout the career.

B. Essential Experience:

1. Having 2 years of relevant experience after the qualifying degree.
2. Proven experience in at least one of the following areas:
   a) Campus placement operations at a reputed Institute or University.
   b) Recruitment and talent acquisition within a Corporate House or MNC.
   c) Manpower development, Corporate training & talent management.

Desirable Experience & Competencies:

1. Preferred Background

Working or having experience in IITs/ IIMs/ IISERs/ NITs/ CFTIs

2. Interpersonal & Communication Skills:

a) Excellent written and verbal communication skills with high proficiency in English.
b) Strong interpersonal skills and the ability to build rapport with students, corporate recruiters, faculties and executives from national and international organizations.

3. **Administrative & Analytical Skills:**
    a) Proven competencies in office planning, organizing, and team management.
    b) Strong quantitative and analytical skills with a solid understanding of data analysis and management.
    c) Ability to build and maintain strategic relations with the public/private sectors as well as State and National government bodies.
4. **Technical Proficiency:**
    a) Proficiency in maintaining database, Open AI tools, Social media, data management, report generation, updated knowledge of standard computer applications (e.g., MS Windows, word processing, spreadsheets, presentations).
    b) Experience in working with ERP portals or similar data management tools that handle campus placements.

C. Age:

Preferably below 45 years as on the last date of application. Persons with higher age and experience may also be considered if found suitable (including recently retired professional).

DUTIES AND RESPONSIBILITIES:

1. To look after the training and placement activities and internship of the students.
2. Oversee the end-to-end placement process including candidate sourcing, screening, job offers and on boarding.
3. Generate regular reports and analytics to track placement metrics, identify trends, and evaluate program effectiveness.
4. Monitor post-placement feedback and promptly address issues or concerns raised by employers or participants.
5. To have close liaison with industry, Government and non-Government organization for placement of students.
6. To work in consultation with the Coordinators for Industry–Institute Interaction and to organize lectures, expert talks, and interactive sessions by industry professionals for the benefit of the students.
7. To guide the students for competitive examinations such as TOEFL, GRE, GATE, CAT, etc.
8. To arrange and organize study tours of the students.
9. To accompany and provide facilities including hospitality to the HR Team of the companies during the campus placements drive.
10. Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.

11. To organize the entrepreneurship workshops, hackathons, etc.
12. To create data base on Alumni and their present position.
13. To develop database on placement records of graduated students and to create data base of recruiting industries and organization.
14. To support activity in branding and promotional activities.
15. Willingness to travel occasionally for placement-related meetings, employer visits or recruitment events and ready to work in the flexible office timing.
16. Any other duties assigned from time to time by Head, CDC or Competent Authorities.

REMUNERATION:

During the contract period, [₹ 80,000/- PM (Consolidated)]

Note: Higher salary may be offered to the deserving and experienced candidate.

MODE OF SELECTION:

Applications received in response to the Notice will be scrutinized and the shortlisted candidates will be called for a personal interaction and documents verification.

HOW TO APPLY:

1. Interested candidates need to submit duly filled application form in Google Form using the below link: https://forms.gle/3tq3y35ZhCtXifxi7
2. The scanned copy of original documents, experience certificates, etc., along with detailed CV have to be submitted in the Google Form.
3. Last date for application submission is **29/11/2026, 23:59:59 HRS.**
4. Incomplete application forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institute requirements and norms.

TERMS AND CONDITIONS:

1. The appointment shall be on a purely temporary basis on yearly renewal for a maximum of 03 years subject to the satisfactory annual performance evaluation of the selected candidate and requirement of the Institute. The contract may be terminated with one-month notice from either side.
2. Suitable on-campus family accommodation, Institute medical facilities as per the norms of contractual employment of NIT Rourkela will be provided.
3. The appointment is not a regular employment and does not entitle any claim or privilege or benefits of regular employment.
4. Aspiring applicants should read carefully the requisite essential qualifications, age and eligibility, experience criteria, etc. laid down in the advertisement before applying for

the relevant post. Fulfillment of qualifications and experience is an essential requirement, failing which the application will be rejected.

5. The applicants who are already employed under Central/State Govt./PSU/Autonomous Bodies will have to bring and submit a No Objection Certificate (NOC) from the concerned employer at the time of interview/ written test/ trade test etc. failing which the applicant will not be allowed to appear for interview/ written test/ trade test and the candidature for the said posts shall not be considered.
6. Applicants shall have to produce all original documents in support of qualification/experience etc. at the time of document verification.
7. The Institute may verify the antecedents or documents submitted by an applicant either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake or the applicant has clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
8. In case of any inadvertent error in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the applicants.
9. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
10. No TA and DA will be paid to the applicants for attending the Selection Process.
11. No interim enquiry or correspondence will be entertained.
12. Canvassing in any form or any attempt to influence will lead to automatic disqualification of candidature.
13. Applicant seeking clarification, guidance, or assistance related to the application process or examination/recruitment details can contact the Head, CDC [E-mail: hod-cdc@nitrkl.ac.in; Mob: 9556425605]

NOTE: Intimation about the Shortlisted Candidates for personal interaction and the selected candidates for immediate joining will be sent via email only. Applicants are advised to mention their correct and active email ID and mobile numbers in the application. As all correspondences will be conducted through email only, regular checking of the email by the applicants is expected.

Sd/-

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