

Advertisement for Non-Teaching position (through Outsourcing Agency)

Name of the post: - Executive - Placement

No. of posts: - 01

Essential Educational Qualification and Experience: - Master's Degree in any discipline, preferably in MBA (HR), MSc (Psychology).

Or

A bachelor's degree, preferably B. Tech with at least 2 years of experience in the relevant field, academic institutions, worked in corporate in HR function and preference will be given to candidates with prior relevant experience.

Job Requirements: -

Recruiter Engagement

- Coordinate with recruiters regarding hiring requirements, recruitment schedules, and job announcements
- Collect Feedback from the recruiters and ensure their experience with IIT Indore remains positive

Campus Recruitment Process Facilitation

- Facilitate end-to-end campus recruitment processes, including pre-placement talks, online assessments, interviews, and offer management.
- Coordinate logistics and communication between recruiters, students, and institute stakeholders.
- Ensure smooth execution of placement and internship activities.

Student Support & Query Handling

- Address student queries related to placements, internships, eligibility, and recruitment processes.
- Assist students in registration, documentation, and recruitment-related communication.
- Support placement-related awareness and information dissemination activities.

Data Management & Documentation

- Maintain placement records, student databases, recruiter information, and placement statistics.
- Prepare reports, presentations, and placement-related documentation as required.
- Ensure proper record keeping and timely updating of recruitment data.

Period of Engagement: - 02 Years (Extension based on performance).

Age: - Minimum 25 Years and Maximum 35 years.

Remuneration/ Salary: - ₹30,000/- to ₹45,000/- consolidated per month. Based on experience, qualification and interview performance.

Last date: - July 15, 2026