

OIFM/IITT/RECT-OS/26-2027/12

Date: 22.09.2026

Notification for the recruitment - On Outsourcing basis

Applications are invited from qualified and eligible candidates for engagement to the positions of **Senior Placement Officer** and **Junior Placement Officer** on an outsourcing basis for a period of one year, for deployment at IIT Tirupati. The positions are purely temporary in nature, and the selected candidates will be engaged through a third-party outsourcing agency. Further details regarding the posts are given below:

Senior Placement Officer

1.	Age	Preferably below 40 years, with relaxation for candidates with exceptional qualifications and relevant experience.
2.	Educational Qualifications	A degree in Engineering or a Master's Degree in Science, Arts, and Commerce from a recognized Institution/University. Along with the qualifications described above, Candidates having MBA or PG Diploma in Human Resources are preferable.
3.	Experience	Essential: Five years of significant and proven experience in one or more of the following: Campus Placements in a reputed institution, corporate relations, public relations, career/human resources development, and training. Knowledge of MS Word, MS Excel, and other usual software used in offices. Desirable: Excellent communication skills, excellent interpersonal skills, and an ability to get along with people at all levels, including faculty, visiting executives, and students, and knowledge of database management. Candidates who are self-driven and who take considerable initiative on their own will be preferred.
4.	Job Description	The Senior Placement Officer will report to the Head of CDC and will be responsible for interacting with prospective employers of students of the Institute and arranging the smooth conduct of campus placements and interviews for internship of students of the Institute. He / She will maintain cordial relationships with the faculty, staff, and students associated with CDC. The Placement Officer will maintain in a proper manner, updated information about companies, details about careers in different companies, and a reference library consisting of books and magazines which will help the students know about various career options. He/she will also arrange occasional talks by experts on career-related subjects under the guidance of the Faculty in CDC concerned and industrial visits of students as needed.
5.	Remuneration	Consolidated amount of Rs. 80,000 to Rs. 1,00,000 per month (based

		on qualification and experience).
6.	Duration of Appointment	Initially, for one year and may be extendable depending upon the Annual performance appraisal.
7.	No of vacancies	1

Junior Placement Officer

1.	Age	Preferably below 35 years, with relaxation for candidates with exceptional qualifications and relevant experience.
2.	Educational Qualifications	A degree in Engineering or a Master's Degree in Science, Arts, and Commerce from a recognized Institution/University. Along with the qualification described above, Candidates having MBA or PG Diploma in Human Resources are preferable.
3.	Experience	Essential: Three years of significant and proven experience in one or more of the following: Campus Placements in a reputed institution, corporate relations, public relations, career/human resources development, and training. Knowledge of MS Word, MS Excel, and other usual software used in offices. Desirable: Excellent communication skills, excellent interpersonal skills, and an ability to get along with people at all levels, including faculty, visiting executives, and students, and knowledge of database management. Candidates who are self-driven and who take considerable initiative on their own will be preferred.
4.	Job Description	The Junior Placement Officer will report to the Head of CDC and will be responsible for interacting with prospective employers of students of the Institute and arranging the smooth conduct of campus placements and interviews for internship of students of the Institute. He / She will maintain cordial relationships with the faculty, staff, and students associated with CDC. The Placement Officer will maintain in a proper manner, updated information about companies, details about careers in different companies, and a reference library consisting of books and magazines which will help the students know about various career options. He/she will also arrange occasional talks by experts on career-related subjects under the guidance of the Faculty in CDC concerned and industrial visits of students as needed.
5.	Remuneration	Consolidated amount of Rs. 60,000 to Rs. 80,000 per month (based on qualification and experience).
6.	Duration of Appointment	Initially, for one year and may be extendable depending upon the Annual performance appraisal.
7.	No of vacancies	1

General Instructions:

1. Candidates must satisfy themselves regarding the eligibility criteria before applying.
2. Mere fulfilment of the eligibility criteria does not entitle a candidate to be called for the selection process, and only shortlisted candidates will be called for the selection process (offline), and the shortlisted candidates list will be published on the Institute's website.
3. The above positions are purely on outsourcing basis. The completion of the period of the contract will not confer any right for further extension regularization, Or permanency at the Institute.
4. Work and conduct will be reviewed from time to time and if not found satisfactory/suitable, shall be terminated immediately without any notice.
5. No TA/DA will provide for the candidates to attend the selection process.
6. **Candidates should submit their applications in the application form along with self-attested copies of their educational, experience certificates and other relevant documents as applicable be sent in scanned form (in a single PDF) to email id outsourcing_rect@iittp.ac.in on or before 04th October 2026. The applications received beyond the last date will not be considered. There is no need to send hard copy of the application.**

For, Oriental Integrated Facility Management Pvt. Ltd.

Authorized Signatory

