



Indian Institute of Technology (Indian School of Mines) Dhanbad

Advertisement No: IIT(ISM)/TnP/2017

Dated: **05.08.2017**

Indian Institute of Technology (Indian School of Mines) Dhanbad invites applications for the following position on purely contractual basis:

- (a) Placement Executive (on contractual Basis) – 1 (One)

The eligibility conditions are as under:

	Placement Executive
Qualification	First Class Master's Degree in Management (HR Specialization) with Excellent Communication Skills (Written & Oral) in English and Hindi.
Experience	Minimum 1 year relevant experience.
Desirable	Excellent Knowledge of MS Word, Excel & Power Point is must
Age	Below 35 years on the last date of submission of application.
Period of Contract	One Year
Working Days	6 Days per week
Remuneration	Rs. 40,000/- pm (consolidated) No other allowance/facility will be admissible.
Job Description	To co-ordinate the work relating to placement/internship of students, Liaisoning with Companies, Record Keeping, Logistic arrangements, Report preparation, Preparation & Maintenance of Company Database, Placement Brochure and Presentation slides etc.

General Instructions:

1. The applicant should be able to communicate in English and Hindi.
2. The shortlisted applicants shall have to appear for a written test and/or interview.
3. The Qualification, Age and Experience may be relaxed for any outstanding candidate by IIT(ISM).
4. Mere eligibility does not vest any right on any candidate for being called for written test / interview. The Institute may fix higher cut off limits / marks or any other suitable criteria in the event of receipt of large number of applications. The decision of the Institute in all matters shall be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.

5. The Institute shall verify the antecedents or documents submitted by candidates at the time of appointment or during the tenure of engagement. In case, it is detected that the documents submitted by the candidate are not genuine or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her contract at the Institute shall be terminated.
6. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should be produced at the time of interview for verification. Incomplete applications or applications without self- attested copies of certificates or applications received after the last date are liable to be rejected.
7. Any dispute with regard to the selection/recruitment process will be subject to Courts / Tribunals having jurisdiction over Dhanbad.
8. No TA/DA shall be paid to the candidates for attending the written test/interview.
9. IIT(ISM) will not issue any postal letter[s] in respect of this advertisement, all communication will be made through Email / IIT(ISM) Website only. Applicants are requested to check Email / IIT(ISM) Website regularly.
10. Since the work is of purely temporary nature, selection/appointment on contract shall not confer any right on the candidate to claim regularization/extension of contract.
11. Duly filled application form with all relevant documents should reach at the following address on or before 05 September 2017 (03.00 PM), application received after this date and time will not be considered:

Professor-in-Charge (Training & Placement)
Training & Placement Cell
Indian Institute of Technology (Indian School of Mines)
Dhanbad – 826 004, Jharkhand

(PIC, T&P)



**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES)**

DHANBAD – 826004

APPLICATION FOR PLACEMENT EXECUTIVE (On Contract Basis)

TRAINING & PLACEMENT CELL

Affix Photograph
(Passport size)

Candidate's Signature

Advertisement Number	IIT(ISM)/TnP/2017	Application Number	
Advertisement Date	05 August 2017	(To be filled by IIT(ISM) official)	

1. Name of Applicant (*In Block Letter*):

2. Father's Name (*In Block Letter*):

3. Date of Birth:

4. Gender:

5. Nationality:

6. Address for Correspondence:

7. E-mail id:

8. Mobile No.

9. Educational Qualification : *(start with the highest degree)(Enclosed the self attested copy)*

Sl. No.	Examination Passed	School / College	Board / University	Year	%	Class Division	Subject
1.							
2.							
3.							
4.							
5.							

10. Employment Record : *(start with the current assignment)(Enclosed the self attested copy)*

Name and Address of the Employer	Position Held	Nature of Responsibility	Period		Pay-Scale
			From	To	

11. References: (Along with Designation, Affiliation, Email Id, Contact Number)

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Declaration by the Applicant

I hereby declare that the particulars given above are correct and that I shall abide by the rules and regulation of the IIT(ISM) Dhanbad.

Date:

Place:

Signature of the Applicant

Enclosures : [Please tick against each enclosed item]

1. Self-attested copies of the following documents

- | | | |
|----------------------------|---|---|
| (a) Graduation Degree | [|] |
| (b) DOB Certificate | [|] |
| (c) Experience Certificate | [|] |
| (d) X & XII Certificate | [|] |

2. Any other relevant information. []