

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

No: 411002/4/2025-NFR

Date- 22.08.2025

NOTICE

Ref:- Advertisement no: 411002/4/2025-NFR dated 08.05.2025 for recruitment of Placement Officer (PL-12), IIT (ISM), Dhanbad.

Applicants, shortlisted for recruitment tests for the post of Placement Officer (PL-12) are hereby informed about the schedule of recruitment test(s) as under:-

Date	Test	Time and Venue
02.09.2025 Tuesday	Written Test (Subjective Type): [80 marks]	Reporting Time: 09:00 AM Time of Test: 10.00 AM to 12:00 Noon Venue: CDC, 5th Floor, Central Library, IIT(ISM), Dhanbad
	Trade Test (20 marks)	Reporting Time: 01.00 PM Time of Test: 01:15 PM to 01:45 PM Venue: New Lecture Hall Complex, IIT(ISM), Dhanbad
03.09.2025 Wednesday	Presentation & Interview : Power-point presentation followed by Interview	Reporting Time: 09:00 AM Document Verification: 09:30 AM to 10:00 AM Time of Interview: 10:00 AM onwards Venue: Conference Room, first floor, Admin Block, IIT(ISM), Dhanbad

Recruitment test(s) for the post of Placement Officer (PL-12) will be conducted in two stages i.e. stage –I (Written test + Trade Test) and stage –II (Presentation & Interview).

Candidates will be shortlisted for stage –II (Presentation & Interview) on the basis of performance in the [Written test + Trade Test] only. Such shortlisted candidates will be allowed for stage –II (Presentation & Interview) on their successful completion of Document verification, prior to stage –II.

Syllabus for recruitment test:-

Stage –I (Written test + Trade Test)

Written Test [80 marks] (Duration - 2 Hrs)

This will comprise of subjective questions in English Language and Comprehension.

English comprehension – 20 marks

Data Analysis (related to Career Development, Placement, etc.) – 20 marks

Letter Writing (related to Career Development, Placement, etc.) – 20 marks

Problem Statement Analysis (related to Career Development, Placement, etc.) – 20 marks

Trade test (20 Marks) (Duration - 30 Minutes)

Checking the knowledge of working on computers related to MS Office (Word, Power point, Excel)

Minimum cut off marks:-

No. of Vacancy	Shortlisting criteria for Presentation & Interview
UR- 01	Maximum 05 candidates in order of merit shall be shortlisted for Presentation & Interview, subject to scoring minimum qualifying marks i.e. 40% marks [in each Step - Written Test and Trade Test] In case, the marks obtained by two or more candidates are same as that of marks of the 5 th candidate in order of merit, all such candidates may be shortlisted for Presentation and Interview.

Note 1: In case, two or more candidates secure equal marks (Written test + Trade test), all such candidates will qualify for the next round.

Stage-II (Presentation and Interview)

The Candidates shortlisted based on their performance in the Written Test and Trade Test will be required to give a PowerPoint presentation of not more than 05 slides on the Best Practices and Future Road Map to improve the placement output. The maximum duration of the presentation is 10 minutes, followed by interview.

Selection of the candidate will be prepared based on his/her performance in the Presentation & Interview.

Document Verification:-

The candidates shortlisted for Presentation & Interview have to bring for verification of the certificates in original including date of birth certificate, mark sheet & passing certificates of educational qualifications, experience certificate, pay slips of January month of each year i.e. 2018 to 2025, 'No Objection Certificate' from the present employer (if they are employed in Govt. organization/ Institute/ Autonomous Body) etc. as mentioned in the advertisement in support of their eligibility, failing which, they will not be allowed to appear in stage –II (Presentation & Interview).

Admit cards for the tests will be available for download on or after 26.08.2025. The candidates may visit https://nfr.iitism.ac.in/index.php/recruitment/User_login and download their admit card by login into portal using e-mail Id, Date of Birth and Mobile number (already registered).

Registrar