ADVERTISEMENT
FOR
PLACEMENT OFFICER
AT
IIT MANDI IHUB AND HCI FOUNDATION
A Section – 8 Company
Location – IIT Mandi Campus

About IIT Mandi iHub and HCI Foundation: About iHub: IIT Mandi iHub and HCI Foundation (iHub) is a section 8 company established under the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The focus area of IIT Mandi iHub is "Human-Computer Interaction." The vision of the iHub is to be an internationally recognized hub that nurtures HCI research, enables technology translation for industry, and scales skill development. The four verticals of IIT Mandi iHub are Research and Technology Development, Skill Development, Incubation & Acceleration, and Collaboration. For more information, visit www.ihubiitmandi.in

Applications are invited for the post of Placement Officer

Key Responsibilities:

- Primary responsibility is the successful placement of students in Skill Training programs conducted by IIT Mandi iHub under PMKVY, State Skill Mission Projects, CSR Projects etc.
- Identifying potential companies for placement and creating partnerships
- Collaborate with industry associations for placement in member companies
- Organize in-campus and out-of-campus placement events
- Accompanying students for placement events at out-of-campus events
- To conduct briefing sessions to make students well prepared and well aware of the job profile, company, future prospects etc., before every placement event
- Ensuring the retention of students for at least 3 months in the jobs after they are placed
- Encouraging and enabling entrepreneurship in students inclined towards self-employment
- Collecting and submitting all the documents required and stipulated by the Project Guidelines
- Collecting feedback from recruiters, students & stakeholders and analysing the same
- Any other duties that may be assigned from time to time

Apply here: https://xt9iuyp9fqg.typeform.com/to/Xf0ixhfR

Essential Qualifications:

- The position requires a minimum bachelor's degree in science, engineering, business, or any other relevant area. A Master's degree will be preferable.

Position	Qualification	Years of Experience
Placement Officer	Bachelor's Degree	5 Years
	Master's Degree	3 Years

- o Should have Technology/Digital Business/ HCI background/Understanding/Experience

Desirable Skills/Traits:

- o Experience working with non-profit organizations/Skill Development.
- o Ability to take the initiative.
- o Excellent interpersonal and communication skills and fluency in written and spoken English.
- o Strong professional network
- o Strong experience in working in teams, managing subordinates, and handling administration processes

Remuneration: CTC ₹6,00,000 to ₹8,00,000 Per Annum

Terms/Instructions:

1. *Only shortlisted candidates will be contacted/informed through email/phone.*
2. *IIT Mandi iHub and HCI Foundation reserves the right to fill up the post, not to fill up the position or cancel the advertisement in whole or part without assigning any reason. The company also reserves the right to limit the number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.*
3. *Documentary evidence of all educational and professional qualifications will be required to be produced when specified.*
4. *The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be terminated.*
5. *If it is found later that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled/terminated.*
6. ***The applications will be considered till the post is filled.***

Contact us: IIT Mandi iHub and HCI Foundation, IIT Mandi, North Campus, Kamand, District Mandi, Himachal Pradesh 175005
Email: hr@ihubiitmandi.in
Website: www.ihubiitmandi.in

Note: All applications should be routed through the application link provided for each position in the advertisement. Email us only in case of questions.