

**Recruitment Advt. No: IITDH/Admin/Non-Faculty Recruitment/18/2019-2020**

**05 August 2019**

Indian Institute of Technology Dharwad is an Institute of National Importance created by an Act of Parliament in 2016. Indian Institute of Technology Dharwad is the only IIT in the state of Karnataka. It is situated on the Dharwad-Hubli twin city precincts that is the second largest city in Karnataka, after Bangalore. Indian Institute of Technology Dharwad has been steadily establishing its operations in its present campus while at the same time, master plan development and construction of permanent campus infrastructure are also in progress. The Institute has admitted its fourth batch of students this year. To cater the Institute's temporary requirement; Indian Institute of Technology Dharwad intends to hold a **Walk-In Selection Process** for the following temporary position(s):

S. No.	Particulars	Details
1.	Name of the Position	Executive Consultant (On Contract basis)
2.	Name of Office/Department	Career Development Cell (CDC)
3.	Number of Position	01 (One)
4.	Essential Qualification and Experience	MBA degree with minimum of 02 (Two) years of relevant experience as placement officer or equivalent.
5.	Desirable	Having experience in larger reputed academic institution in India or abroad.
6.	Consolidated Emoluments	Rs. 40,000 – Rs. 65,000 per month (All inclusive) depending upon the skill sets, experience and performance.
7.	Tenure of appointment	The appointment for the above contractual position will be initially for 01 (One) Year, which can be further extended subject to satisfactory performance and requirement of the Institute.
8.	Age Limit	Not exceeding 32 years as on the date of Walk-In Selection Process.
9.	<b>Job Description:</b>	
	1. Maintain database of all the companies and student resume data banks in a secure and systematic way.	
	2. Organize skill development sessions including Resume writing, group discussions, and Interview(s).	
	3. Identify the gaps in students, and facilitate appropriate training programs.	
	4. Create training calendar, timelines and work plans for trappings.	
	5. Creating opportunities for academic-industry collaborations.	
	6. Organizations of DIAL days from time to time.	

**Schedule of Walk-In Selection Process:**

S. No.	Particulars	Details
1.	Date	25 August 2019 (If there is any change in the schedule, it will be put-up on IIT Dharwad website)
2.	Reporting Time	09:00 AM
3.	Venue	IIT Dharwad, Walmi Campus, Near High Court, Dharwad – 580011

4.	Documents Required	Applicant should bring all original certificates including mark sheets (matriculation onwards), experience certificate(s), monthly emoluments/salary drawn, other relevant documents (including one set of self-attested certificate(s)/ document(s) and updated Curriculum Vitae.
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**General Instructions to the applicants:**

1	Selected candidates shall not have claim on any regular position and shall not be bestowed any of the privileges like Housing, Medical Facility and Other benefits available to the regular employees of the Institute.
2	Applicants are advised to ensure, before appearing for Walk-In Selection Process, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of a candidate shall be considered as on the date of Walk-In Selection Process.
3	The number of vacancies indicated in the notification is tentative. IIT Dharwad reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Dharwad reserves the right to NOT fill any of the posts advertised.
4	No TA/DA will be paid for attending the Walk-In Selection Process.
5	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw or cancel</i> any communication made to the Applicants.
6	After joining the service of the Institute, the person(s) will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
7	The Institute shall verify the antecedents or documents submitted by a person 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 person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees.
8	No interim correspondence whatsoever will be entertained from the candidates.
9	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.
10	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
11	For a query related to Walk-In Selection Process, applicant may send eMail on <a href="mailto:recruit@iitdh.ac.in">recruit@iitdh.ac.in</a> . However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.

**Assistant Registrar (Admin)**

**Date: 05 August 2019**