



NOTIFICATION

No. NITANP/ORGT/2025-26/Notification-PO/1488

Date: 11.06.2026

ENGAGEMENT OF PLACEMENT OFFICER (ON CONTRACT)

Applications are invited for the **Placement Officer** Position (Purely on Contract basis):

Position	Qualifications
Placement Officer (On Contract) (01)	<p>Essential:</p> <p><u>Educational Qualifications:</u> First Class in B.E./ B.Tech (any branch of Engineering) and First Class in MBA (Full time) preferably in HR.</p> <p><u>Work Experience:</u> A minimum of two years of relevant, post-qualification experience (gained after completing the qualifying degree).</p> <p><u>Core Domain Expertise:</u> Proven experience in at least one of the following areas:</p> <ol style="list-style-type: none">1. Campus placement operations at a reputed Institute or University.2. Recruitment and talent acquisition within a Corporate House or MNC.3. Manpower development, corporate training, and talent management. <p><u>Desirable Qualification & Competencies</u></p> <ol style="list-style-type: none">1. Preferred Background: Preference will be given to candidates possessing an MBA degree who have relevant experience working in educational institutions that focus on high-quality, impactful research and maintain a well-developed industry-academic interface.2. Institutional Experience: Prior or current work experience in IITs, IIMs, IISERs, NITs, or similar institutes of National Importance. <p><u>Interpersonal & Communication Skills:</u></p> <ol style="list-style-type: none">1. Excellent written and verbal communication skills with high proficiency in English.2. Strong interpersonal skills and the ability to build rapport with students, corporate recruiters, faculty, and executives from national and international organizations <p><u>Administrative & Analytical Skills:</u></p> <ol style="list-style-type: none">1. Proven competence in office planning, organizing, and team management.2. Strong quantitative and analytical skills, with a solid understanding of data analysis and management.3. Ability to build and maintain strategic relations with the public/private sectors as well as State and National government bodies. <p><u>Technical Proficiency:</u></p> <ol style="list-style-type: none">1. Tech-savvy with hands-on, updated knowledge of standard computer applications (e.g., MS Windows, word processing, spreadsheets, presentations).2. Proficiency with Google Workspace, Enterprise software, web applications, and online promotional or social media tools.



Remuneration:

Consolidated amount of Rs.80,000/- to1,00,000/- per month.

Note: The pay in the band will be recommended by the duly constituted selection committee approved by the Director based on the credentials of the candidate.

Period of Contract:

- The engagement is purely **TEMPORARY** and **on Contract basis**.
- The engagement is for a period of Two Years.
- The contract of engagement can be prematurely terminated by either party giving at least 30 days' notice period without citing any reason.

The scope of work for the Placement Officer (On Contract):

- To coordinate the Placement activities, end to end. Inviting prospective recruiters from all relevant sectors of the Industry from India and abroad, organizing their selection processes either virtually or on-campus and following up on the on boarding process.
- To invite and respond to all industry HR questions or requests regarding placement support, activity, and students counselling if required. Maintain the contact database of prospective employers.
- Work closely and regularly with students to identify interests, skills and needs. Further respond to all the student's queries or requests regarding placement support and activity.
- Work directly with Student Placement Committee to plan the Campus Placement Cycle.
- Work closely with departments, departmental coordinator to maintain and report student's employment progress, and provide timely tracking of all placements.
- Refer students to prospective employers for employment opportunities and maintain documentation of student referrals.
- Maintain accurate and confidential student training credits and placement records.
- To coordinate the campus placement and interviews conduction process at the Institute.
- Representing the Institute for professional and career planning at various forums, visiting industries and building up interface for various training programmes, CEO series, corporate projects, etc., all over the country online or offline.
- To undertake company visits to establish/enhance engagements with the Institution.
- To organize placement trainings mock GD/Interviews for students appearing for internship and placement processes.

IMPORTANT INSTRUCTIONS:

1. The candidates have to fill the **Candidate Profile Form** enclosed herewith with all relevant proofs as sought while filling the application. The scanned copy of the application should be sent to **ad_tap@nitandhra.ac.in** and **dean_scair@nitandra.ac.in** on or before 30.06.2026.
2. **The last date for submitting the scanned copy of the filled-in application form is 30.06.2026.**
3. The list of shortlisted candidates and the schedule of interviews will be displayed on the Institute website on **02.07.2026** and a mail communication will be sent to the shortlisted candidates in regard to the date of interview.
4. All the candidates are advised to keep visiting the website www.nitandhra.ac.in frequently.
5. Engagement of Placement Officer (on Contract) will be based on a **Physical/ online Interview** at NIT Andhra Pradesh in presence of a duly constituted Selection Committee.



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश

NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No.216A, Kadakatla, Tadepalligudem – 534101

West Godavari District, Andhra Pradesh, India

6. As per the schedule, on the day of Interview the Candidates should produce all the original documents for verification.
7. No TA/ DA will be paid to the candidates for attending the Interview.
8. Upon the availability, accommodation at the institute guest house shall be provided to candidates by the concerned officials at the Athidi Guest House, NIT Andhra Pradesh at the time of arrival on a payment basis (as per room category and other norms) for a maximum of 03 days.
9. Also, upon the availability, single-seater accommodation at the institute hostel shall be provided by the Office of Chief Warden, NIT Andhra Pradesh at the time of arrival on a payment basis @ Rs. 150/- per day per person to a maximum of 03 days.

**Sd/-
Registrar(i/c)**



Candidate Profile Form

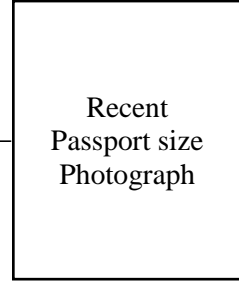
Date: _____

1. Name of the Candidate _____
(in Block Letters)

2. Date of Birth _____

3. Father's/Husband's Name _____

4. Permanent Address: _____



5. Address for communication: _____

6. Mobile No.: _____ & Email Id: _____

7. Aadhaar No.: _____

Educational Qualifications:

Sl. No.	Examination Passed & Specialization*	% of Marks	Class Obtained	Year of Passing	Name of the Institute/ College/ University
1	10 th				
2	12 th				
3	Graduation				
4	Post-Graduation				

* Self attested 10th, 12th Marks memos and Degree Certificates of graduation and Post-Graduation need to be attached.



8. **Do you have a certificate course in relevant desirable experience:** Yes/ No

If yes, Period of Training: _____ Months

Details and address from where the certificate are issued:

Details of Previous Experience, if any:

Sl. No.	Name of the Organization/ Office where employed*	Post Held	Pay	Date of Joining	Date of Leaving
1					
2					
3					
4					

* Self attested experience certificates need to be attached.

Any other relevant information (If Any):

I declare that the information furnished above is correct to the best of my knowledge and belief. If the above information is found incorrect/false at any stage, I am liable to take any action before or after considering my candidature for engagement in a specific job at NIT Andhra Pradesh.

Date:

Signature of the Candidate