

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली
 हाऊ खास, नई दिल्ली -110016
 (औद्योगिक अनुसंधान एवं विकास इकाई)
 INDIAN INSTITUTE OF TECHNOLOGY DELHI
 Hauz Khas, New Delhi-110016
 (Industrial Research & Development Unit)

No. IITD/IRD/MI01346/ 77935

Advertisement No.: IITD/IRD/208/2022

Dated:19/09/2022

Applications from Indian nationals are invited for Project Appointment under the following project. Appointment shall be on contractual basis with consolidated pay, renewable yearly or upto the duration of the project, whichever is earlier. The initial contract for the position will be for one year, renewable every year based on performance review. IIT Delhi or PI of the project at any time may terminate the employment by giving in writing to the other party with 2 months notice.

1. Department of Management Studies, IIT Delhi has established the Placement cell to streamline corporate relations and placement related activities of the MBA students of the Department. It is envisioned to have a Placement Officer / Coordinator whose job is to oversee and ensure successful functioning of all placement related activities.
2. Chief spokesperson / representative / point of contact for the recruiters: leading the Interactions and Communication, collating feedback, and handling escalations from stakeholders for unforeseen situations.
3. Liaison with alumni network of DMS and IIT Delhi for strengthening corporate relations.
4. Assessing the training needs (soft skills and technical skills) of students at DMS, designing and developing training programs, Implement the training program and evaluate its effectiveness, mentoring students to crack GD/PIs
5. Managing purchases, vendor payments and other funds by maintaining detailed accounts
6. Initiating important strategic activities that maintain relations with alumni and other corporate leaders that would aid the career development of students. Role may require travel based on entitlements.
7. Assist Faculty Placement Chair in monitoring and record keeping for use in placement reports, alumni network management, media releases, participation in accreditation and ranking processes.
8. Candidate would be expected to liaison strongly with the student placement team, alumni and corporate stakeholders of DMS, IIT Delhi, for promoting student placements, long term corporate engagement with the department and strengthening overall relationships.
9. A strong network with potential recruiters of MBA students of IITD is essential for sustaining this role. For details about existing recruiters, please visit the placement brochures of DMS at <https://www.dms.iitd.ac.in>
10. Ensuring addition of new key accounts (dream companies) and retaining existing dream companies year on year.

Title of the Project	MI created for a Newly Created funds of Deptt. of Management Studies (MI01346)	
Funding Agency	Indian Institute of Technology Delhi (IITD)	
Name of the Project Investigator	Prof. Mahim Sagar, PI & HoD [email ID:mahim@iitd.ac.in]	
Deptt./ Centre	Department of Management Studies	
Duration of the Project	Upto:21/08/2036	
Post (s)	Consolidated fellowship / Pay-slab	Qualifications
Project Consultant (1)	Rs.79,000-84,500-90,000-97,000-1,04,000-1,11,000-1,18,000-1,25,000/-p.m. plus HRA @ 24%	<ol style="list-style-type: none"> 1. 1st class Masters Degree, preferably an MBA Degree in Business Management / Business Administration or equivalent, with 11 years of professional experience in industry (including senior managerial roles). 2. The industry experience to ideally include human relations management or business development/marketing/sales (B2B only) at a senior level in multi-national enterprises. Background of managing campus/client relations at a country level would be desirable. Key account management experience is desirable. 3. Alternatively, a background in managing/leading corporate relations in a reputed academic institution in India is also welcome. NIRF ranking may be used for defining reputed academic institution in this case. 4. The role would typically be outward facing, with a designation similar to "General Manager – Corporate Relations" 5. Candidate may be expected to travel upto 20% of the time, during placement drives to metro cities for meeting senior HRs and business leaders.

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The candidates who are interested to apply for the above post should download **Form No. IRD/REC-4** from the IRD Website (<http://ird.iitd.ac.in/rec>) of IIT Delhi and submit the duly filled form with complete information regarding educational qualifications indicating percentage of marks/division, details of work experience etc. **by e-mail with advertisement No. on the subject line** at email id: inquiry@dmsiitd.org

IIT Delhi reserves the right to fix higher criteria for short-listing of eligible candidates from those satisfying advertised qualification and requirement of the project post and their name will be displayed on web link (<http://ird.iitd.ac.in/shortlisted>) **alongwith the online interview details. Only short-listed candidates will be informed for online interview.**

In case any clarification is required on eligibility regarding the above post, the candidate may contact at contact +91-11-2659-(7320/1168) or send an email to nairvivek@dms.iitd.ac.in / arpankar@iitd.ac.in 5% relaxation of marks may be granted to the SC/ST Candidates. In case of selection of a retired/superannuated government employee, his/her salary will be fixed as per prevailing IRD norms. अनुसूचित जाति / अनुसूचित जनजाति के उम्मीदवारों को अंकों की 5% छूट दी जा सकती है। एक सेवानिवृत्त सरकारी कर्मचारी के चयन के मामले में उसका वेतन वर्तमान आईआरडी मानदंडों के अनुसार तय किया जाएगा। **The last date for submitting the completed applications by e-mail is 03/10/2022 by 5.00 p.m.**

H. S. S. S. S.
सहायक कुलसचिव, आईआरडी

वितरण

- Head of the Deptt./Centres/Units :
- Webmaster, IRD :
- Notice Boards
- Advertisement file
- Prof. Mahim Sagar, PI, Department of Management Studies
- Copy to Chairperson, DRC/CRC

It is requested that the contents of the Above Advt. be brought to the notice of the staff working in your Deptt./Centre/Unit
To put advertisement at IITD website.