भारतीय प्रौद्योगिकी संस्थान भिलाई
Indian Institute of Technology Bhilai
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No. IITBhilai/ESTT/Staff-Rec./2026/03 Dated: - **29.01.2026**

RECRUITMENT OF ADMINISTRATIVE POST

Indian Institute of Technology Bhilai invites **online applications** from eligible Indian Nationals for appointment to the Non-Teaching (Administrative) post on a direct recruitment basis with the qualifications and experience as follows: -

Sl No.	Name of the Post	Group	Pay Level as per 7th pay CPC*	Number of Vacancy	Category	Upper Age Limit
01	Training Placement Officer (Post Code- 101)	A	Level-10 (Rs. 56100-177500)	01	UR	40 Years

* In addition to the Pay in the Pay Matrix as per 7th CPC as mentioned above, the posts carry the usual allowances at par with those admissible under IIT rules in the corresponding Pay Scale.
* ESM candidates can apply as per the essential and desirable qualifications.

The essential qualification, desirable qualification, and experience for the above post is as under:

Sr. No	Name of the post, Post Code(s), and Number of Vacancies with Category	Essential qualification, desirable qualification and experience, Initial place/place of Posting
01	**Training Placement Officer**	1. Two years PG degree in Management or equivalent from a recognized university after at least 3 years Bachelor's Degree in Science/Engineering/ Technology from a recognized university with 55% marks or 5.5 CGPA in the qualifying degree. 2. Having relevant experience of six years after the qualifying degree, out of which one year in the post with Pay Level 8 as per 7th CPC and above or equivalent (for autonomous bodies) or have worked with Executive grade in MNCs. 3. The experience should be in one of the following areas: Campus placement in a reputed/Institute/ University, recruitment and placement in a corporate house/ MNC, manpower development and training.

		Desirable: • Preference will be given to candidates possessing an MBA degree having relevant experience in an educational institute catering to high-quality and impactful research and a well-developed industrial academic interface. • Working or having working experience in IITs/IIMs/IISERs/NITs and similar Institute of National Importance. • Excellent communication skills, interpersonal skills and ability to get along with students and recruiters from the corporate world/MNCs and people of all levels, including faculty and executives of Universities/Institutes of national and international repute. • Having competencies for office planning and organizing, building relations with public and private sectors, national and State government, team management, good working knowledge and understanding of data analysis and management (e.g. strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English. • Tech savvy with hands-on experience with good and updated knowledge of Computer applications (on emails, word processing, spreadsheets, presentations software, etc. and OS like MS-Windows) and other additional required software skills used in Office, Google application, other enterprise services, Web applications, online promotional and social media tools. • Conversant with one or more foreign languages.

		• Having experience in understanding underlying scientific principles and technology with an industry and corporate relations perspective. • Strong professional network.

The following posts are also identified suitable for persons with benchmark disabilities as indicated below:

Sr. No	Name of the Post	Category
01	Training Placement Officer	OA.OL.BL.OAL.

OA – One Arm; OL – One Leg, HH – Hearing Impaired; BL – Both Leg; OAL-One Arm and One Leg; B-Blind; LV- Low Vision.

General Instructions

1. Instruction for application: -

(a) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the **online application form – through Samarth portal**, the candidates must satisfy suitability for the position to which they are applying. If at any stage during the screening, recruitment and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/cancelled/terminated immediately. The institute takes no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at later date.

(b) Applicants should take due care while filing online information for different positions. Application once submitted online cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.

(c) The minimum qualifying marks for the Written Test/Interview/Skill test will be as per the standard fixed by the Institute at its discretion. Only the candidates who will qualify for the written test will be called for the proficiency test/computer test/interview during the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s) established by the Institute's competent authority.

(d) Reservation policy as per GoI norms is followed*:

Category	Age Relaxation
SC/ST	5 years against reserved posts only.
OBC	3 years against reserved posts only.
PWD (minimum 40% disability)	10 yrs for UR
Ex-Serviceman	As per Government of India norms.

Any revision in the age relaxation by GOI till the closing date of the online registration may be considered.

(e) IIT Bhilai encourages more women candidates to apply for said posts.

(f) For employees of IITs who are educationally qualified can be considered for direct recruitment up to a maximum of 50 years of age for these posts.

(g) The persons with disability (PwD) shall be required to submit the Disability/Medical certificate issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons suffering from more than or equal to 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.

(h) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test/Interview/Skill Test, as stated above while progressing ahead in the stage(s) of recruitment/selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates above set benchmark for the Written Test/Interview/Skill test. Further, IIT Bhilai reserves the right NOT to fill any of the post advertised, in the event or exigency so decided without assigning any reason thereof.

(i) Candidates having requisite work experience in IIT system shall have added advantage. The relaxation, if any, for suitable/deserving candidates for relevant posts may be decided by the IIT Bhilai. Also, in case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of IIT Bhilai shall be final.

(j) The Institute will conduct (preferably online) Written Test/Interview/Skill/ Interaction test for this post and only those candidates, who qualify the said tests etc. in progressive steps, following the standards in general, will be considered. The selection process will be done in a three-stage examination consisting of **Stage I:** Screening, **Stage II:** Written test, **Stage III:** Interview and **Stage-IV**: Final merit list. The Institute reserves the right to reduce the stages of recruitment or conduct all the stages on the same day without any prior notice.

(k) No TA/DA will be provided by the Institute to the candidates for appearing any stage of examination.

2.Application Submission:

(a) For submission of application through **SAMARTH Portal - ONLINE MODE only**, please visit Staff Recruitment - IIT Bhilai

(b) The candidates are required to apply online from **06.02.2026 (10:00 AM) to 27.02.2026 (05:00 PM)** and payment can be made up through SAMARTH Portal only.

(c) **No hardcopy submission of the online submitted application is required for the positions at the initial stage.** However, candidates shortlisted for Written Test/Interview/Skill test/Interaction shall be required to produce the printout of the ONLINE completed and duly signed application along with all supporting educational and experience certificates **duly self-attested** at the time of the Written test/Proficiency test/Interview/Skill test failing which such candidates shall not be allowed to participate in the process.

(d) Persons serving in Govt./Semi-Govt./PSUs/Autonomous bodies, should submit **NOC** at the time of Written test/Interview/Skill test failing which such candidate shall not be allowed to participate in the process. However, candidates whose application is received through a PROPER CHANNEL (within 40 days of submitting the Online application) are exempted from producing NOC at the time of the Written test/Interview/ Skill test.

(e) Candidates who have successfully submitted their applications online have to ensure that their application number appears in the list which would be available after the last date of the advertisement on the website. Only those candidates who have successfully completed and submitted the application and paid the requisite fees shall find their application number listed on the IIT Bhilai website. If there is any discrepancy/query, please contact recruitment_nta@iitbhilai.ac.in within one week from the date of display of the list.

(f) Incomplete applications and applications received after the last date and will be summarily rejected. The Institute will not be responsible for any delay.

(g) Keep a printout of the online application form for future reference.

(h) The number of vacancies including those under reserved categories are provisional and may change, depending on the actual requirement and appointments will be made strictly on need basis.

(i) The decision of the Institute in all matter relating to the eligibility of the candidate, Written Test/Interview/ Skill test would be final and binding on all the candidates.

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(j) The appointment of the selected candidates will be subject to their being found medically fit as per the requirementsof the Institute.

(k) The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful/unacceptable antecedents/background and has suppressed thesaid information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates/employees as per IIT Bhilai statutes.

(l) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.

(m) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

3.Application Fee Payable:

(a) Candidates are required to pay a non-refundable Fee **of Rs.1000/- for Group 'A'.** This fee is inclusive of GST.

(b) Candidates belonging to **OBC category** are required to pay a non-refundable Fee **of Rs.500/- for Group 'A'.** This fee is inclusive of GST.

(c) Candidates belonging to **SC/ST category, PwD category and women** candidates are exempted from paying the application fee.

(d) **The fee once paid will not be refunded or re-adjusted under any circumstances.**

4.After applying follow up: -

(a) Candidates after applying should visit the Institute website and portal regularly for status updates in recruitment. Screened list of eligible candidates with application number will be displayed on the Institute website, after screening is done. Information regarding selection test, Interview schedule etc. will be communicated through the Institute website and email. The Institute will not be responsible in any manner if any candidate fails to visit/access the website in time or fails to appear for any test.

(b) The institute will upload the information on its website/homepage, for the convenience of the candidates regarding conduct and results of tests/interview. The candidate may submit their applications at Online portal in their own interest and refer to any updates, posted their time-to-time.

(c) No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the interview and reasons for not being called for interview or selection.

(d) A list of Shortlisted candidates will be displayed on the Institute's Website Staff Recruitment - IIT

5. **Disclaimer: -**

The recruitment to the Administrative and Technical posts is governed by the "IIT Bhilai Recruitment rules and Promotion Policy [for Administrative and Technical Posts]" IIT BHILAI RECRUITMENT AND PROMOTION POLICY as amended from time to time. Hence any/all other terms and conditions not stipulated here will be applicable as per the said Recruitment policy and/or Act/Statutes of the Institute.

कुलसचिव | **Registrar**
भा.प्रौ.सं.भिलाई | IIT Bhilai