

DRAFT Advertisement for approval

Advertisement for Recruitment of Placement Officer on a Contract basis

International Institute for Population Sciences (IIPS) is one of the leading Institutions in research and postgraduate teaching in the field of population studies and allied areas. The Institute is a 'Deemed to be University' under the administrative control of the Ministry of Health and Family Welfare, Government of India.

1. Job Description:

IIPS-Mumbai is looking for qualified candidates to be appointed as a **Placement Officer**. The placement Cum Communication Officer is responsible for handling all facets of campus placements, including employer link development, Employability skills development, Internships for students of IIPS. This involves establishing contact with companies, arranging for tests and group discussions, holding pre-placement talks, conducting final interviews, and any other kind of recruitment-related activity. The role also involves providing guidance to students seeking higher education.

• Responsibilities:

- Responsible for providing overall guidance to students for their careers in national and international organisations.
- Communicate with students in an empathetic manner to understand the students' aspirations and lead them to reach their career goals.
- Collate information from leading companies about the skills required for various job profiles.
- Support mapping of knowledge and skills required with the curriculum and work with individual faculty and institutional leadership to ensure relevant courses cover the knowledge and skills.
- Profile students based on standard tests and provide guidance & training for improvement with internal faculty and consultants.
- Systematically augment companies for campus recruitment to increase the number of offers to the students.
- Introduce and energise top companies in the country to open up quality career opportunities.
- To effectively communicate with university recruiters and make them understand the institute's priorities, students' strengths, and unique capabilities of the institute.
- During the placement season, work with various people involved in the placement cell to ensure that most students get appropriate jobs.
- Ability to work with other departments in a cordial manner for the smooth execution of placements.
- Study Placement Centres at benchmarked Universities and come up with initiatives and programs.
- For students seeking higher education, provide guidance in the application process and coordinate with internal faculty and leading overseas Universities.
- To leverage social media platforms for sharing institute achievements, collecting relevant job opportunities, and networking with employers of various designations of many companies.
- To use and master the software tools available for placement data collection, storage, and analysis.
- Organise suitable training for the selection process.

2. Eligibility Criteria:

Educational Qualification:

MBA in Human Resource Management with a minimum of 3 years of relevant experience in Industry/Corporate recruitment experience

3. Preferred Skills:

- Industry–academic liaison experience
- Student development and training skills
- Strong communication and interpersonal skills
- Event planning and coordination
- Understanding of job market trends and employer expectations
- Familiarity with resume writing, interview preparation, and aptitude testing
- Proficiency in data management tools (Excel, ERP, placement portals)

Age: Not more than 45 years

Type of role: Contract basis

Location: Mumbai

Salary: Up to 70,000/- consolidated based on qualification and experience. For retired public sector employees, the salary would be as per the GOI norm.

Start Date: Immediate

Term of Appointment: The initial period of engagement will be for six months and is extendable based on satisfactory performance.

How to Apply:

Application duly filled specifying education qualifications, job experience, and skills along with supporting documents and passport size photograph in scanned version should be submitted via email to projectcell@iipsindia.ac.in with cc to placemntcell@iipsindia.ac.in with the subject "Application for the post of Placement c Officer" "Name of the Candidate" on or before 25/08/2026. Candidates are instructed to carry the supporting documents in original as well as one set of xerox which needs to be handed over while verification of certificates on the date of interview.

Call letters will be sent through email to the candidates shortlisted for the interview. Candidates called for an interview will be required to attend at their own expense.

Note:

1. Mere fulfilment of the minimum qualification will not vest any right in a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold a written test/skill test/interview, as the case may be, to select candidates for this position.
3. The Institute reserves the right to reject any or all the applications without assigning any reasons thereof, and also to re-advertise the posts if no suitable candidates are

found. The decision of the Institute will be final and binding in this regard.

4. The Institute reserves the right to relax any of the qualifications and/ or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
5. The Institute reserves the right not to fill any/all posts herein advertised, or cancel the advertisement in whole or in part without assigning any reason, and its decision in this regard shall be final.
6. Canvassing in any form/bringing in any influence, political or otherwise, will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
7. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
8. In case of any inadvertent mistake in the process of selection that may be detected at any stage, even after the issue of the appointment letter, the Institute reserves the right to modify /withdraw/ cancel any communication made to the candidate.
9. No correspondence whatsoever will be entertained from candidates regarding the
10. conduct and result of the test/interview and reasons for not being called for an interview.

Note: Any corrigendum or amendment regarding this advertisement will be published on the institute's website- www.iipsindia.ac.in

Assistant Registrar (Admin)
International Institute for Population Sciences