



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
(Autonomous institution under MoE, Govt. of India
& Department of Information Technology & Electronics, Govt. of West Bengal)
C/o WEBEL IT Park, Opposite of Kalyani Water Treatment Plant, Near Buddha
Park, Dist.-Nadia, P.O.-Kalyani, PIN-741235, West Bengal
Email-office@iiitkalyani.ac.in, website-www.iiitkalyani.ac.in

Advt. No. IITK/NON-FAC.RECT/R20/2026/09

Dated: 28.08.2026

Advertisement for Non Faculty Position on Contractual basis

The Indian Institute of Information Technology (IIIT), Kalyani is one amongst the new IIITs, established by the Government of India, Ministry of Education, as an Institute of National Importance by enacting IIIT (PPP) Act, 2017, with a view to develop new knowledge in information technology and to provide manpower of global standards for the information technology industry. The institute invites applications from Indian Nationals for the following non-faculty position on contractual basis for a period of 11 months. Extendable based on progress and performance.

Name of Post (on Contractual basis)	Vacancies	Monthly Consolidated Remuneration
Assistant Registrar	1	Rs. 89,760.00
The essential, desirable qualifications and experience for the above post are as under		
Age limit: Not more than 45 years		
Essential: A postgraduate degree with at least 55% marks or its equivalent with excellent academic record.		
Desirable: 1. A First Class MBA from a recognized University/ Institute 2. Ability to develop sound, credible and reciprocal relations with industry. 3. Ability to work with UG & PG students who are from various social and economic backgrounds. 4. Minimum of 5 years of significant and proven experience in one or more of the following: Campus Placements in a reputed institution (IITs, NITs, IIITs, and CFTIs), state universities, private universities, multinational companies, corporate relations, public relations, career/human resources development, and training 5. Excellent Communication Skills, PR, liaison, and relationship building		
Primary Duties and Responsibilities: Training and Placement Officer of the institute.		
The scope of work for the incumbent will encompass the duties mentioned below, but will not be limited to: • Responsible for providing overall guidance to students for their careers. • He will be responsible for professionally establishing connections with recruiters with following responsibilities. • To search new recruiters • To negotiate with recruiters for better job opportunities • To prepare documents to reach out to the recruiters • Innovative approaches to increase students' intake by recruiters • To collect feedback from recruiters and act on them. • To set the priority of recruiters for recruitment • Collate information from leading companies about the skills required for various job profiles. • Support the mapping of required knowledge and skills with the curriculum and collaborate with individual faculty to ensure relevant courses cover these aspects. • Profile students based on standardized tests and provide guidance and training for improvement, collaborating with internal faculty and consultants. • Interacting with prospective employers and arranging the conduct of campus placements and internships drives. • Scheduling placement and internship activities and coordinating the logistics associated with it. • Coordinating Pre-Placement talks, arranging seminars, webinars and video conferences. • Maintaining the placement portal and website. Bookkeeping and maintenance of placement data for ranking agencies and press releases. • Preparing annual reports based on placement and internship statistics. Maintaining updated information about recruiters. Arranging training and skilling programs for the students to enhance their employability. • Systematically engage companies for students' campus recruitment to increase job offers to students. • Introduce and establish relationships with top companies in the country and abroad to create quality career opportunities that match students' outstanding capabilities. • Effectively communicate with university recruiters to highlight the institute's priorities, student strengths, and unique capabilities. • During placement seasons, collaborate with various stakeholders to ensure most students secure suitable jobs.		

- Ability to work cordially with other departments to facilitate smooth execution of placements.
- Study and benchmark Training & Placement Centers at other universities to develop initiatives and programs.
- Provide guidance in the application process for students seeking higher education, coordinating with internal faculty and leading overseas universities.
- Leverage social media platforms to share institute achievements, gather relevant job opportunities, and network with employers across various companies.
- Master the use of software tools available for data collection, storage, and analysis related to placements.
- Undertake any other tasks not mentioned above that fall under the incumbent's purview or as directed by the Competent Authority.
- Providing professional guidance to students in choosing the right career and preparing for it.
- Study the students' performance and their aptitude/ attitude and prepare general guidelines for students.
- Devise mechanisms to improve students' performance in CDC activities.
- Coordinate with other institute units, CDC staff, and with external experts to organize events to enhance students' recruitment chances.
- Looking after Alumni matters and corporate relations.
- Another duties as assigned by the Institute from time to time.

GENERAL INSTRUCTIONS

1. All experience required for a post will be considered post acquiring of essential qualification requirements for the post. The cut-off date for counting educational qualifications, experience & age limit will be the last date of online application.
2. All qualifications obtained by the candidates should be from a recognized University / Institution.
3. Qualification & experience mentioned is the minimum qualification & experience for the respective post. Mere Possession of essential qualification and experience does not entitle a candidate to be called for an interview/any selection process. The Institute reserves the right to restrict the number of candidates to a reasonable limit for selection process/interviews before the Statutory Selection Committee, on the basis of desirable qualification & experience & other shortlisting criteria higher than the minimum prescribed in the advertisement & as decided by the institute.
4. Mere Submission of Application does not provide the right to be called for written test/interview. If a candidate is called for a written test/interview, he/she will not get any right for selection and appointment.
5. The Institute reserves the right to fill or not to fill any or all the posts advertised.
6. Institute reserves the right to cancel/ restrict/ enlarge/ modify/ alter the Recruitment Process, if need arises, without any further notice or assigning any reason therefore.
7. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application through ON-LINE mode within **18.09.2026 (11:59 PM)** followed by submission of the hard copy of the online form, duly signed at designated place, within **23.09.2026 (05PM)**.

The On-line application will be available on <https://iiitkalyanint.samarth.edu.in/>.

NON REFUNDABLE APPLICATION FEES:

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|------------------------------|-------------|
| • General/OBC/EWS Candidates | : Rs. 250/- |
| • SC/ST Candidates | : Rs. 200/- |
| • PwBD Candidates | : Exempted |

The hard copy of on-line application, duly signed at designated place, have to be sent with the supporting documents in support of applications (i.e. ID proof, Age Proof, Category Certificate, all educations marks sheets and certificates, experience certificate, research papers/publications etc.) to the address mentioned below within 23.09.2026 (5PM) in an A4 Size Envelope, by Speed post/Courier, failing which candidature may not be considered. The envelope shall be superscribed "Application for the post of _____".

"To The Registrar, IIIT, Kalyani, WEBEL IT Park, Opposite of Kalyani Water Treatment Plant, Near Buddha Park, Dist.-Nadia, P.O-Kalyani, PIN-741235, West Bengal".

8. Receipt of incomplete application/ application without supporting documents/ application without fee will be summarily rejected. The Institute shall not be responsible for any postal delay.
9. Reservation of post will be as per Government of India Policy. Candidates applying under any of the reserved category posts, viz. SC/ST/OBC(Non Creamy Layer)/ PwBD/EWS will be considered subject to submission of SC/ST/OBC(NCL)/PwBD/EWS Certificate issued by the appropriate/Competent Authority in the prescribed format, notified by Government of India.

10. Applicants who are employed in any Government, Semi-Government Organizations, Autonomous Body, University, PSUs should apply through proper channel or produce a "No Objection Certificate" from their employer at the time of presentation/interview, failing which they shall not be allowed to appear for the written test/interview.
11. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled.
12. The date and time of Written test/ Interview/ selection process will be informed only through the Institute website/ e-mail. The Institute will not be responsible for non-receipt of emails by the candidates. No TA/DA & any other allowances will be paid to attend interview and selection process. Candidates have to make their own arrangements to attend the interview.
13. The decision of the IIIT, Kalyani in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the selection, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
14. Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the Official website of IIIT, Kalyani only in due course. Candidates are advised to visit our website regularly for updated information in this regard.
15. No other allowance will be paid for post filled on contractual basis.
16. Canvassing of any kind will be a disqualification.
17. All the selected candidates will be governed by IIIT (PPP) Act, IIIT, Kalyani Statute, rules & regulation.
18. Applicants should not have been convicted by any court of law.
19. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever.
20. In case any information given or declaration by the candidate is found to be false or if the candidate has suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.
21. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Kalyani and courts/tribunals/forums at Kalyani/Kolkata only shall have sole and exclusive jurisdiction to try and such cause /dispute.
22. Candidates are requested to visit institute website for updates.

Clarification & Enquiries: Mail to: registrar@iiitkalyani.ac.in

**Registrar
IIIT Kalyani**