

Inviting Applications Placement Officer for the Department of Placement & Career Development at NIST University, Berhampur, Odisha

Position: Placement Officer

Number of Positions: 2

Job Type: Full-time

Job Summary: NIST University is seeking a dynamic and motivated individual to join the Career Development Department - Placement Cell as a Placement Officer. The incumbent will play a crucial role in establishing and maintaining strong connections with industry partners, facilitating student placements, and ensuring the successful integration of our graduates into the workforce.

Key Responsibilities:

1. Industry Collaboration:

- Develop and nurture relationships with potential employers to facilitate placement opportunities for students.
- Collaborate with industry professionals to understand current market trends, skill requirements, and job opportunities.
- Travel for Corporate Visits to different companies at different cities in India.

2. Student Engagement:

- Conduct workshops, seminars, and training sessions to enhance students' employability skills.
- Provide counseling to students, assisting them in identifying and pursuing career goals.

3. Placement Coordination:

- Work closely with academic departments to identify students eligible for placement and internship opportunities.
- Coordinate placement drives, on-campus interviews, and recruitment events.
- Accompany Students to different off / pool campus drives to different geographic locations / Company Offices / Institutes as per requirement.

4. Documentation and Reporting:

- Maintain accurate records of student placements, including placement statistics and feedback from employers.
- Prepare regular reports on placement activities and outcomes for management review.

5. Alumni Relations:

Engage with alumni to create a network that supports current students in their career development.

Essential Qualification:

- Minimum of 2 - 3 Years of experience in a similar role.
- MBA in HR / Marketing or related discipline preferred
- Strong communication and interpersonal skills.
- Knowledge of current industry trends and job market demands.
- Familiarity with career development practices.

- Excellent organizational and multitasking abilities.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and other relevant tools.

Salary:

- Competitive salary as per industry standards

Application Link: <https://forms.gle/5B5CDNnUpde9PPYF8>

Please submit your application/resume via email at: career@nist.edu latest by 20th June 2025.

General Conditions and Guidelines:

Candidates are requested to submit their bio-data along with verifiable records and photocopies of certificates/testimonials with respect to the qualifications and experience.

1. NIST University reserves right to raise the minimum eligibility qualification
2. The recruitment to the above posts shall be on the basis of merit through selections by the duly constituted Selection Committee.
3. Applicants should possess the prescribed qualifications and experience as on the closing date of application as prescribed by the university.
4. The candidates called for interview should report along with copy all the testimonials/certificate along with photo ID.
5. Applicants are required to submit 'No Objection Certificate' as per the service rules of the current employer.
6. All correspondence from the University including interview letter, if any, shall be sent only to the e- mail address provided by the applicant in the application form.
7. Selected candidates will be required to join the posts within one month from the date of issue of the appointment letter unless otherwise permitted specifically.
8. In case of any dispute/ambiguity that may occur in the process of screening/selection, the decision of the university shall be final.

About NIST University:

NIST University (www.nist.edu), Institute Park, Berhampur, Odisha is a premier research institute in the country today. Nestled in the green hills of Pallur, it is spread over 65 acres of lush green campus with world class academic infrastructure, Center of Research Excellence (CREs) and Global Innovation Centers (GIC), halls of residence, sport complex and other facilities. NIST currently offers various undergraduate, graduate, and Ph.D. program in Engineering, Science, and Management and expected to expand in other disciplines. NIST has research collaboration with Universities around the globe and strong industry academia partnership with multiple industries in different sectors. NIST has been ranked highly in the country by multiple ranking organizations including Govt. of India.

NIST University is an Equal Opportunity Employer

