

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

(An Institution of National Importance established by an Act of Parliament)

Under the Ministry of Petroleum & Natural Gas, Government of India

Advertisement for Training & Placement Officer (TPO) on Contract Basis

Applications are invited from eligible and suitable candidates for the post of **Training & Placement Officer (TPO)** at **Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Bengaluru Campus**. The terms and conditions of this recruitment shall be governed by RGIPT. The position is **purely on contract basis**.

1. Post Details

- **Name of the Post:** Training & Placement Officer (TPO)
- **Number of Vacancies:** Two (02)
- **Place of Posting:** RGIPT, Bengaluru Campus

2. Emoluments

- **Consolidated Remuneration:** ₹2,00,000/- (Rupees Two Lakh Only)[#] per month

Fixed pay of ₹2,00,000/- plus performance-linked incentives

Note: Higher remuneration may be considered in case the Selection Committee finds an exceptionally qualified or highly experienced candidate, at its sole discretion.

3. Duration of Engagement

- **Contract Period:** Initially for **02 years**, extendable up to five years based on performance and institutional requirements.

4. Eligibility & Qualifications

Essential Qualifications

- Master's Degree in **Human Resources / Business Administration / Management** or related discipline from a recognized University/Institute.
- Candidates with **B.Tech background** will be given preference.

Experience

- Minimum **10 (Ten) years of experience** in:
 - Training & Placement
 - Corporate HR
 - Recruitment / Talent Acquisition

Industry Exposure

- Proven track record of connecting with **Tier-1** and **Tier-2** companies in India.

5. Job Description / Responsibilities

The Training & Placement Officer shall perform the following duties:

- a) Establishing and maintaining strong relationships with corporate organizations, HR Heads, and Talent Acquisition partners.
- b) Inviting organizations for on-campus and off-campus recruitment drives.
- c) Planning and coordinating pre-placement training programmes including aptitude, soft skills, technical training, group discussions, and mock interviews.
- d) Coordinating with external training agencies, industry experts, and corporate professionals.
- e) Managing the complete placement cycle from company invitation to issuance of offer letters.
- f) Maintaining student databases, placement statistics, and analytical reports.
- g) Facilitating summer internships, industrial visits, and industry-sponsored live projects.
- h) Providing placement assistance with emphasis on quality placements and competitive CTC packages.
- i) Any other duties assigned by the Competent Authority from time to time.

6. Skills & Competencies

- Excellent communication and negotiation skills
- Strong student mentoring and counselling abilities
- Proficiency in MS Office tools (Excel, PowerPoint, Word)
- Ability to work independently and meet placement targets

7. Important Information / Conditions

1. The Institute reserves the right to:
 - a) Withdraw the advertised post at any time without assigning any reason.
 - b) Reject any or all applications without assigning any reason.
 - c) Not fill any or all posts advertised.
2. The engagement is **purely temporary** and does not confer any right for permanent appointment at RGIPT.
3. **Mode of Selection:**
 - a) Shortlisted candidates will be called for **interview / presentation**.
 - b) Final selection will be based on merit, relevant experience, and performance.
4. Mere possession of minimum qualifications does not entitle a candidate to be called for interview.
5. Qualifications, experience, and age shall be considered as on the **last date of submission of application**.
6. Candidates appearing for interview must produce original certificates and relevant experience documents.
7. **Leave:** As per Institute rules applicable for contractual employees.
8. No **TA/DA** shall be paid for attending the interview/selection process.
9. In case of any false information or suppression of facts, the candidature/engagement shall be terminated immediately.
10. Police verification and background check shall be conducted for the selected candidate.

Last Date for Submission of Application: 28 February 2026