



चयन अनुभाग
Recruitment Section

भारतीय प्रौद्योगिकी संस्थान भिलाई
जिला-दुर्ग, छत्तीसगढ़-491002
Indian Institute of Technology Bhilai
Dist.- Durg, Chhattisgarh – 491002
Website: www.iitbhillai.ac.in

क्रमांक /No. IITBhillai/ESTT/Staff-Rec./2026/84

दिनांक/Date: 26.05.2026

सूचना/NOTICE

Recruitment for the post of Training and Placement officer
Ref: Advertisement No. IITBhillai/Staff Rec.2026/03 Date: 29.01.2026

With reference to the representation received from the applicants against the Notice bearing No.IITBhillai/StaffRec./2026/68 dated 05.05.2026, the following applications are shortlisted for the next stage of selection for the post of Training and placement officer (Pay Level 10, Group A) for regular position.

“Shortlisted” Application ID (after representations):

S. No.	Application ID
1	RECT118
2	RECT158
3	RECT161
4	RECT180
5	RECT189
6	RECT208

टिप्पणी/Note:

Action taken on the representations is informed through personal email.
No further correspondence shall be entertained by the institute for the said post in the future.

Note for Shortlisted Candidates:

1. Applicants who are shortlisted are purely based on the information provided by the candidates in the application form through the online portal.
2. A call letter will be sent to the shortlisted candidates through email separately candidates must carry their call letters with them at the time of the written test/presentation/interview.
- 3 The selection process shall consist of the following as detailed below, and candidates are advised to prepare accordingly.

A. Written Test :

“Syllabus for Written Test (Objective & Subjective)”
1. Mathematical Ability: Number System, Simplification of Fractions, Decimals, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average and Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
2. General English: Understanding of the English Language, Vocabulary, Sentence Structure, Synonyms, Antonyms, Comprehension Passage (Short Passage), Grammar – Tenses, Active & Passive Voice, Direct-Indirect speech, Punctuation, Correction of Sentences, etc.

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3. Current Affairs: Indian History, Indian Politics & Constitution, Art & Culture, Geography, Economics, General Policies, Science & Scientific Research, National/ International Organizations, events, General Economics & Geography, etc.
4. Reasoning Ability: Verbal and Non-verbal Reasoning, Analogies, similarities, differences, Space visualization, problem solving, analysis, judgment, decision making, Visual memory, discrimination, observation, relationship, concepts, Arithmetical reasoning, verbal and figure classification, Arithmetical number series etc.
5. Computer Awareness: Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet, and Security & Networking, etc.
6. Rules and Regulations: IIT Act and statutes, CCS (CCA) Rules 1965, CCS Conduct Rules, CCS Leave Rules 1972, LTC rules, TA/DA rules, FR & SR, CCS (Pension) Rule, NPS and UPS, GFR-2017 & its amendments, GeM, PFMS, eOffice, RTI Act 2005 along with amendments, POSH Act 2013, ICC, UGC regulations 2009 on ragging, NIRF System, NEP-2020, Office procedure, Manual of Office Procedure (CSMOP), Types of official correspondence, record retention policy, stores & purchase procedures, finance & accounting procedures, Noting/ Drafting, Domain knowledge, knowledge of government rules and practices, general administration, academic administration, financial administration, public procurement, service matters, etc.

B. Presentation/Interview :

“Presentation Details”
Slide 1: Brief information about Candidates
Slide 2 & 3 : Topic : ‘Placement challenges and potential solutions in the evolving market scenarios for IITs’
Slide 4 & 5 : Candidates proposed contributions to IIT Bhilai
Time Limit : 15-minute presentation followed by interview
Format : Digital presentation

4. The shortlisted candidates must produce all the documents in original for document verification to prove their claim about their eligibility including Date of Birth, Education Qualification, Category (if applicable), Service/Experience Certificate relevant to the post from their employer (past and current), Professional certification (if applicable), etc. IIT Bhilai reserves the right to determine the relevance of any professional experience to the post applied.

5. If the candidate is not able to produce all the relevant documents in the original form for document verification, and/or if the information provided by the candidate is found to be not correct, the candidature will stand automatically cancelled without any further notice.

All concerned are hereby advised to keep visiting the institute website regularly for any further updates.


कुलसचिव/Registrar

भा.प्रौ.सं. भिलाई /IIT Bhilai



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