



**INDIAN INSTITUTE OF SOCIAL WELFARE AND BUSINESS MANAGEMENT
MANAGEMENT HOUSE**

College Square West, Kolkata 700 073

Advt. No. IISWBM/101/2025

Dated: October 8, 2025

Applications are invited from Indian citizens for the positions of ***Sr Placement Officer*** to organise training and placement for Students of the Institute.

Essential Qualification: Uniformly good academic record with a Master's degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

Experiences: At least 8 years extensive working experience in the relevant field preferably in AICTE/UGC approved Educational Institute/Corporate Sector as Training and Placement Officer.

Desirable Qualification:

Ability to facilitate and promote industry/institute interface; Having excellent network in Corporate Houses;

Good network with HR professionals in the industry at top-level who take decisions in the area of talent and acquisition and campus placement;

Ability to contact the organisations and exploring the opportunities for placement and internship tie-ups;

Ability to groom students with soft skill and career counselling;

Readiness to travel for placement related activities;

Expertise in Industry collaboration & networking and career building;

Strong verbal and written communication skills in English; strong interpersonal skills and should have patience & perseverance.

Scale of Pay: INR 1,31,400-2,17,100/- in addition to allowances admissible as per Institute's rules.

The Self-Attested photocopies of the following documents should be enclosed with filled in Application

1. Birth certificate or AADHAR card or Class X Admit card or Passport (for proof of Date of Birth)
2. All educational mark-sheet and certificates
3. Category certificate (SC/ST/OBC), if applicable
4. Physically Handicapped certificate, if applicable
5. Copies of Five Best Research paper of your choice, if applicable

Candidates are solely responsible for ensuring that they meet the essential qualifications, experiences, and other requirements specified in this advertisement as on last date of submission of application before applying for the post. They are entirely accountable for the authenticity of the information and documents submitted. If, at any stage of the selection process or even after appointment, it is discovered that the candidate does not meet the prescribed qualifications and experiences, their candidature or appointment will be immediately cancelled or terminated.

Mere eligibility will not vest any right on any candidate for being short listed for interview. The Institute reserves the right to call only the requisite number of candidates for interview after short listing with reference to the candidate's qualification, suitability, experience, etc.

The decision of the Institute in all matters will be final.

No interim correspondence will be entertained. Canvassing in any manner would entail disqualification of the candidature.

The selected candidate will be appointed initially on contractual basis for three years out of which first year will be on probation. The contract may be renewed every year after probation period and likely to be permanent depending on performance at the discretion of the competent authority at the end of the third year of continuous service in this Institute. The incumbent is to work directly under the supervision of the Director.

Candidates possessing the requisite qualification and experience may submit their Application (Five copies) on the prescribed form downloaded from Institute's official website <www.iiswbm.edu> to

The Director, Indian Institute of Social Welfare and Business management (IISWBM)
Management House, College Square West, Kolkata 700073

AND

Email to: kma_director@iiswbm.edu

The candidates applying from Government organizations and Public Sector undertaking should have their application duly forwarded by their present employer.

The envelope containing application should bear the Advertisement No. and the name of the position. The applicant must state on the top of the first page of the applicant's Email address and Mobile number to enable the Institute to contact them at short notice.

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 Kolkata and courts/tribunals/forums at Kolkata only shall have sole and exclusive jurisdiction to try and such cause /dispute.

Last date of Applications: The application must reach *on or before October 30, 2025*.

[**Download Application Form**](#)