

## ADVERTISEMENT NOTIFICATION – TRAINING & PLACEMENT OFFICER

The institute invites applications for the position of **Training & Placement Officer** to strategically lead and enhance the placement and training ecosystem of the institution, fostering strong industry-institute linkages and ensuring employability readiness among students and staff.

**Post Name:** Training & Placement Officer

**No. of Posts:** 01

**Post Type:** Contractual

**Consolidated Pay:** Negotiable based on qualifications and experience

**Application Fee (Online):** Rs. 236/-

**Application End Date:** June 30, 2025, till 6.00 p.m

### Job Responsibilities:

- **Develop and implement training strategies** that align with the latest UGC and Ministry of Education (MoE) directives, including onboarding structured training modules for faculty, non-teaching staff, and students.
- **Forge strong corporate partnerships** to facilitate internships, placements, and real-world exposure for students across disciplines.
- **Design and execute skill development programs** in collaboration with national agencies (e.g., NASSCOM, AICTE, NSDC) to enhance employability.
- **Organize industry talks, workshops, and career guidance sessions** with top recruiters, entrepreneurs, and alumni to bridge the academia-industry gap.
- **Lead campus placement drives, job fairs, and internship matching initiatives**, ensuring a high placement ratio.
- **Liaise with faculty and departmental heads** to integrate career-oriented training within academic programs.
- **Develop and maintain a centralized placement database**, including employer contacts, placement records, and student profiles.
- **Prepare strategic reports and analysis** on placement trends, recruiter feedback, and training impact for institutional review and policy formulation.
- **Ensure compliance with national and institutional guidelines** while conducting training and placement-related activities.

**Pay Scale:** Negotiable with qualifications and experience.

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### **ELIGIBILITY:**

#### **Essential Qualifications:**

1. Master's Degree in Commerce/Economics/Management / Engineering / Technology / Education / Communications or related fields.
2. Minimum of 3 years' experience in placement coordination, industry relations, or skill development in an academic or corporate setting.
3. Strong communication, networking, and strategic planning skills.

#### **Desirable Qualifications:**

1. Professional certifications in HR, talent acquisition, or institutional management.

2. Experience working with or coordinating UGC/MoE-sanctioned training modules.
3. Proven track record in establishing MoUs with top corporates and academic partners.
4. Familiarity with digital tools and platforms used for placement tracking and skill assessment.
5. Demonstrated ability to work with diverse stakeholders including students, faculty, government bodies, and recruiters.

**Age Limit:**

The minimum age limit for the post is 30 as of the date of advertisement. However, the Institute reserves the right to relax the age limit in the case of exceptionally qualified candidates.

**GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. Candidates applying for the post should submit their duly filled in Application Form online and latest Curriculum Vitae along with educational, experience and other related documents.
2. Incomplete applications will not be considered. Candidates furnishing incorrect/false/misleading information shall stand disqualified at any stage including during service.
3. Incomplete applications, as well as applications which are not submitted in the prescribed form along with the requisite testimonials, are liable to be rejected and no intimation in this regard will be sent to the candidates.
4. No correspondence will be entertained in respect of the advertisement, interview, selection, appointment etc. Canvassing in any form will lead to disqualification of the candidate.
5. No TA/DA will be admissible either for attending the interview or for joining the post.
6. Call letter for attending the interview will be sent only to the short-listed candidates to their email only. No correspondence will be entertained in case of the applicants not shortlisted for the interview.
7. Institute reserves the right not to fill the post if no suitable candidates are available.
8. The Institute shall not be held responsible for postponement or cancellation of scheduled interview/due selection procedure for any unforeseen/unavoidable reasons.
9. Last date for online submission of application is **30<sup>th</sup> June, 2025 till 6:00 pm.**

**Institute reserves the right not to fill the post if no suitable candidates are available.**

***NO EMPLOYEE FROM THE INSTITUTE IS AUTHORIZED TO CONTACT ANY CANDIDATE FOR ANY PURPOSE OTHER THAN THROUGH OFFICIAL MAIL.***

***PLEASE DO NOT FALL PREY TO ANY MISREPRESENTATION.***

**REGISTRAR**

June 7, 2025