

Placement Officer/Asst. Placement Officer

Essential Qualification

Full Time B.E./B.Tech in Engineering / Technology.

Desirable Qualification

Possessing MBA-HR from reputed Institution is an added value

Experience

Minimum 2 year experience in placement related activities is desirable.

Salary

Placement Officer

Rs. 15600 +5400+DA (21000) =**42,000 (total emolument)**

Asst. Placement Officer

Rs. 12540 +4600 +DA (17140) = **34,280 (total emolument)**

Age limit

Maximum age: 35 years

Mode of Appointment

The appointment shall be on contract basis initially for the period of three years, likely to be renewable on mutually agreed terms based on the impressive/effective performance

Required qualities:

Placement officer/Asst. Placement Officer should possess

- Excellent communication skills (oral & written) and Interpersonal skills.
- Ability to create and build reciprocal relations with plastics and allied Industries, Manufacturing industries, PSUs, MNCs and other organizations.
- Ability to work and keep calm under pressure.
- Ability to facilitate Industry / Institute interaction
- Positive attitude, proactive and optimistic nature.

Job Responsibilities

- To look after day-to-day activities of placement.
- To have liaison with industries, Government and non-Government organization.
- To arrange for skill development training such as soft skills, communication, interview skill, interpersonal skill etc.,

- To prepare the students for competitive examinations such as TOEFL, GRE, GATE, CAT, etc.
- To create data base on Alumni and their present position
- To arrange for expert lectures by industry professional.
- To collect feedback from industries coming for placement
- To arrange workshop for entrepreneurship development.
- To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.
- Any other duties assigned by centre in- charge relevant to student.