

Asst. Professor/Placement Officer

1. Essential Qualification
Possessing MBA-HR or relevant Course from reputed Institution
2. Desirable Qualification
Full Time B.E./B. Tech in Engineering/Technology from reputed University/Institution is an added value.
3. Experience
Minimum 5 years of proven experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in liaisons with various industries for placement.
4. Salary of Asst. Professor/ Placement Officer
UGC/RPS 2010 pay scales as applicable and negotiable.
5. Age limit : Between 40 to 45 years
6. Mode of Appointment
The appointment shall be purely on contractual basis initially for a period of two years, extendable up to three years on the basis of performance.
7. Required qualities:
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 Profiles and Responsibilities
 - To look after day-to day activities of placement.
 - To have liaison with industries, Government and non-Govt. Organizations.
 - To arrange for skill development training such as soft skills, communication, interview skill, inter personality development skill etc.,
 - To prepare the students for competitive examinations such as TOEFL, IETLS, 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 the Secretary-cum-correspondent and competitive authority.