

Advt. No.: CIPET/HO/CSTS/02/2019

Date: 02.06.2019

**Essential Qualification & Experience: Asst. Placement Officer**

S. No.	Details	Requirement
1.	Name of the Post	<b>Asst. Placement Officer</b>
2.	Remuneration	Rs. 35,000/- per month (Consolidated)
3.	Age limit	Upto 35 years
4.	Educational & other qualification	<ul style="list-style-type: none"> <li>• Full time Graduate with MBA (HR) with 2 year relevant post qualification experience in Recruitment / Training</li> </ul>
5.	Essential Skill Sets & Job description	<ul style="list-style-type: none"> <li>• Should have good oral and written communication skills</li> <li>• Coordination with trainees. Helping Trainees to develop skills for facing interview, creating resume, conduct mock interviews etc.</li> <li>• Liaising with Industries for Placement of CIPET Trainees</li> <li>• To arrange for interview facilities at campus for Campus Interview</li> <li>• Visit to industries to create Industry Institution relationship and business development</li> <li>• To collect Feedback from Trainees and Industries and submit to Centre Head</li> <li>• To prepare database of Industries with their requirements in diversified fields</li> <li>• To prepare and maintain placement records</li> </ul>

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**Essential Qualification & Experience: Faculty**

S. No.	Details	Requirement
1.	Name of the Post	<b>Faculty</b> (Chemistry / Physics / Mathematics / English / Computer Sc. / Electrical & Electronics)
2.	Remuneration	Rs. 35,000/- per month (Consolidated)
3.	Age limit	Upto 65 years
4.	Educational & other qualification	<ul style="list-style-type: none"> <li>• Full time first class Master's degree in the relevant subjects (Chemistry / Physics / Mathematics / English / Computer Sc. / Electrical &amp; Electronics) or any other relevant subject with 02 year post qualification experience</li> <li>• Candidate having higher qualification (Ph.D.) will be preferred</li> </ul>
5.	Essential Skill Sets & Job description	<ul style="list-style-type: none"> <li>• Conducting classes and provide learning environments</li> <li>• Deliver effective instructions</li> <li>• Assess students learning</li> <li>• Promote continual improvement as part of the cycle of teaching and learning</li> <li>• Should have good oral and written communication skills</li> </ul>

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**Essential Qualification & Experience: Laboratory Instructor**

S. No.	Details	Requirement
1.	Name of the Post	<b>Laboratory Instructor</b> (Chemistry / Physics / Mathematics / English / Computer Sc. / Electrical & Electronics)
2.	Remuneration	Rs. 20,000 per month (Consolidated)
3.	Age limit	Upto 35 years
4.	Educational & other qualification	<ul style="list-style-type: none"> <li>• Full time Graduate in relevant Subject (Chemistry / Physics / Mathematics / English / Computer Sc. / Electrical &amp; Electronics) / Full time 3 year Diploma in Computer Sc. / Electrical &amp; Electronics</li> <li>• 01 year relevant post qualification experience</li> </ul>
5.	Essential Skill Sets	<ul style="list-style-type: none"> <li>• Assists in the development of labs., Operational condition and maintenance of teaching equipment</li> <li>• Practical workshop skills, as evident by knowledge of instruments and devices used within the laboratory, and other workshop tools and equipment</li> <li>• Strong troubleshooting and technical problem-solving skills</li> <li>• A high degree of computer literacy and demonstrated ability to integrate technology in the workplace</li> <li>• Strong verbal and written communication skills</li> <li>• Knowledge of Electronics and Electrical systems is desirable (wherever applicable)</li> <li>• Perform teaching duties as required.</li> <li>• Observes and reinforces safety and housekeeping procedures and protocol within the laboratory</li> </ul>