

Advt.No.CIPET/CSTS/Hyd/APO/2020

Date:01.01.2020

**Essential Qualification & Experience: Asst. Placement Officer ( On contract)**

S. No.	Details	Requirement
1.	Name of the Post	<b>Asst. Placement Officer (On contract)</b>
2.	Remuneration	Rs. 35,000/- per month (Consolidated)
3.	Educational & other qualification	<ul style="list-style-type: none"> <li>• Full time B.E/B.Tech/ MBA with 2 year of Post Qualification experience in Institute / HR/ Industries relevant to placement activity</li> </ul>
4.	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>