

Qualifications and Experience : Assistant Placement Officer

| S.No | Details | Requirement |
|-------------|--|--|
| 1. | Name of the position | Assistant Placement Officer |
| 2. | Remuneration | Rs. 35,000/- per month (Consolidated) |
| 3. | Age limit | Upto 35 years |
| 4. | Educational Qualification | <p>Essential :</p> <p>First class Degree in B.E. / B.Tech. OR Graduation in any discipline and Master Degree in Management / Post Graduate Diploma in Management with First class at Graduation and Post Graduation level.</p> <p>Desirable :</p> <p>B.E /B.Tech with Master Degree in Management or Post Graduate Diploma in Management</p> |
| 5. | Experience | Minimum two years post qualification experience in the Placement of Students of Engineering / Diploma in Skill Development Training Institutions, etc. |
| 6. | Essential Skill Sets & Job description | <ul style="list-style-type: none"> • Should have good oral and written communication skills in English and/or Hindi; • Should liaison with Industries/Institutions for Placement of CIPET students /trainees; • Should prepare database of Industries with their requirements in diversified fields; • Should visit Industries /Institutions to create Industry - Institution relationship and business development for Technology Support Services offered by CIPET; • Should arrange for Campus interview; • Should help students/trainees to develop skills for attending interview, creating resume, conducting mock interviews etc.; • Should collect Feedback from students /trainees and Industries and to submit to the CIPET Centre Head; • Should keep Placement tracking of the placed candidates and collect relevant documents for submission to the sponsoring agency. |