

Advt.No. CIPET-IPT/KOCHI/APC/2022-23/

Date:.....

Essential Qualification & Experience: Asst. Placement Consultant

S. No.	Details	Requirement
1.	Name of the Post	Asst. Placement Consultant
2.	Remuneration	Rs. 35,000/- per month (Consolidated)
3.	Age Limit	Upto 35 years
4.	Maximum Term of Engagement on Contract	1 Year (Renewable upto 3 years based on performance and requirement)
5.	Educational & other qualification	<ul style="list-style-type: none"> • Full time graduate in any discipline wit two years experience in the relevant area. or • MBA(HRM/PM) with one year relevant post qualification experience in Recruitment / Training & Placement .
6.	Essential Skill Sets & Job description	<ol style="list-style-type: none"> 1. To coordinate with students/parents/industries 2. To Train students in soft skills for interview including resume writing, mock interview etc 3. To liaise with industries for campus interview & placement of CIPET students/trainees. 4. To enforce anti-ragging measures in institute premises. 5. To act as per AICTE/UGC guidelines & legal provisions. 6. To collect feedback from trainees and industries and submit to Centre Head. 7. To prepare database of plastics industries with their requirements in diversified fields. 8. To maintain database & documents as per requirement of sponsoring agencies w.r.t placement industry. 9. To arrange special lecture/ personality development classes for trainees facing the interview. 10. To follow up with the industries after placement. 11. To maintain candidate placement track record. 12. To verify stipend details and to maintain 80% placement record every batch. 13. To provide 2nd time placement for the candidate placed already. 14. To take lecture classed etc. and any other time based assignments as allotted by the Competent Authority. 15. To visit industries for maintaining Industry Institution relationship and business development 16.To organize placement activities as per ISO QMS and maintain records for audit. 17.To arrange industrial visits/ in plant training/ internship for students. 18. Any other task as assigned by the Centre Head/ Principal/ Vice Principal from time to time.