



## Central Institute of Petrochemicals Engineering & Technology (CIPET)

Department of Chemicals & Petrochemicals,  
Ministry of Chemicals & Fertilizers, Government of India.  
Head Office: Guindy, Chennai - 600 032.

Advt.No. CIPET-IPT/KOCHI/APO/2021-22/01

Date:.....

### Essential Qualification & Experience: Asst. Placement Consultant

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