

Advt.No.CIPET/HO-AI/APO(OSD)/2019

Date:20.12.2019

Essential Qualification & Experience: Asst. Placement Officer (Officer on Special Duty)

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