

# Visvesvaraya National Institute of Technology, Nagpur

[VNIT/Third Party /T&P/July -19/11]

Requires

## **PLACEMENT EXECUTIVE, STUDENT SERVICES THROUGH THIRD PARTY OUTSOURCE AGENCY**

Applications for the above post are invited from candidates who have graduated from recognized University with first class (CPI 6.75 or equivalent percentage & above). The candidates with post-graduation in Engineering/ Management and having experience from education/service institutions/sector will be preferred. He/She should have good communication & interpersonal skills. The engagement is purely on contract basis and for a period of six months extendable by another six months depending on performance. Remuneration payable is Rs. 35000/- p.m. (consolidated). Candidates with experience in similar capacity can be considered for higher remuneration. The eligible candidates, preferably below 35 years, shall apply in prescribed format mentioning Tel/Mob/E-mail ID. They should attach copies of certificates to substantiate qualifications and experience, and address the letter to The Registrar, Visvesvaraya National Institute of Technology (VNIT), South Ambazari Road, Nagpur – 440010, on or before 19<sup>th</sup> July 2019. Details as regards to job responsibilities along with prescribed application form, can be seen on VNIT web-site [www.vnit.ac.in](http://www.vnit.ac.in). Applications that are received late or are incomplete in any respect will not be considered. The institute reserves the right to short list the candidates to be called for interview.

### **ESSENTIAL DUTIES AND RESPOSINILITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Essential duties and responsibilities include, and are not strictly limited to, the following:

- Facilitate professional development and employment search support.
- Maintain accurate and confidential student records.
- Work closely and regularly with students to identify interests, skills, needs and respond to all student questions or requests regarding placement support.
- Work closely with departments to maintain and report students' employment progress, and provide timely tracking of graduate placements.
- Refer students to prospective employers for employment opportunities, and maintain documentation of student referrals.
- Perform reference and background checks on students as needed.
- Representing the institute for professional and career planning at various forums, visiting industries and building up interface for various training programmes, CEO series, corporate projects, etc.
- Follow established procedures and guidelines.
- Other duties as assigned, such as, for example, arranging training / internships for students.

The decision of Director VNIT Nagpur will be final in all respect.

Registrar.