

	<p align="center">JOB DESCRIPTION</p>
<p>Prepared by: Deputy Director CR Date:</p>	<p>Approved by Registrar Date: 1/2/2023</p>
<p>Job Title</p>	<p>Placement Officer (Engineering)</p>
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Must have good experience in the technical field at managerial level / worked as HR manager / Placement officer in the reputed organization. • Should have a strong network with the industries and should have a rich database of industry experts. Should possess excellent networking, marketing, communication, and PR skills. • Should have Coordinated for placement related activities and must have exp of handling on campus and pool campus placement drives. • Must Maintain a constant interaction with top industry managers (both Functional / HR) across the leading companies of Corporate India • Must Drive tie-ups with top notch companies for manpower requirement / training / research / consulting requirements • Must prepare students by arranging training / mock practice for Aptitude tests, Group discussions, Technical and HR interviews through professional trainers. • Must Organize Education and Career Fair. • Must Provide career guidance and counseling to the students. • Must Organize On-Job Training and Summer Training for students. • Must Build a strong network with senior HR / Marketing professionals of the Industry • Must Organize national level symposiums / conferences for top managers for the purpose of brand building / knowledge management. • Must be Reviewing the performance of students working in the Corporate Sector in various capacities (Final Placement, Summer Training, Projects etc.) by taking feedback from companies. • Should Coordinate with marketing and admission team for improving the branding of 	

institute.

- Must complete any other work assigned by the reporting authority / Deputy Director – CR / Director / Management from time to time.

Qualifications:

- Engineering graduate with a master's degree in technology/management/engineering from the reputed organization .
- Should have minimum experience of 5 years from the reputed organizations.