



Training and Placement
(Advt. No. VNIT/ T&P/2024/02)

Requirement

Training and Placement Manager - 1 No.

Applications for the Training and Placement Manager (1 No.) are invited from target oriented candidates who have B.E/B. Tech and M.B.A from recognized University with First Class (60 % & above). Three years overall experience, preferably in Training & Placements or HR type of work.

Skills expected: Skills and Capacity to handle multiple company activities and students simultaneously. Excellent communication skills and Presentation Skills, Microsoft Office, Google Suite, Data Analytics, MIS and use of Social platforms for professional applications.

The engagement is purely on contract basis through third party outsourcing agency for a period of six months, extendable by another six months depending on performance.

Remuneration: Remuneration will be Rs. 65,000/- per month (Consolidated) subject to the achievement of the target. The remuneration may be revised after One year depending on the performance.

Age Limit: Preferably below 45 Years.

The scope of work for Training and Placement Manager:

- To coordinate the Placement activities end to end. Inviting prospective recruiters from all relevant sectors of the Industry from India and abroad, organizing their selection processes either virtually or on-campus and following up on the on boarding process.
- To invite and respond to all industry HR questions or requests regarding placement support, activity, and students counselling if required. Maintain the contact database of prospective employers.
- To establish and maintain connect with various Alumni.
- Work closely and regularly with students to identify interests, skills and needs. Further respond to all the student's queries or requests regarding placement support and activity.
- Work directly with Student Placement Committee to plan the Campus Placement Cycle.
- Work closely with departments, departmental coordinator to maintain and report students' employment progress, and provide timely tracking of all placements.
- Refer students to prospective employers for employment opportunities, and maintain documentation of student referrals.
- Maintain accurate and confidential student training credits and placement records.
- To coordinate the campus placement and interviews conduction process at the Institute under the guidance of Associate Dean, Training & Placement, VNIT Nagpur
- Perform reference and background checks on students as needed.

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- 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, all over the country online or offline.
- If the situation demands, he/she must be prepared to work on holidays and Saturday/Sundays for the official activities as per the norms of the Institute.
- Should be available on phone as and when required for official duties.
- To undertake company visits to establish/enhance engagements with the Institution.
- To organize placement trainings, mock GD/Interviews for students appearing for internship and placement processes.
- To arrange seminars / visits by industry experts to address the students.
- To organize HR conclaves during various Institute gatherings.
- To impart company specific preparatory sessions for students.
- To arrange industrial visits for students.

The eligible candidates should submit their application in the prescribed form available on VNIT website at www.vnit.ac.in along with photocopy of certificates of Academic Qualification, Experience (clearly mentioned mobile number, email ID) to The Registrar, Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur-440010 on or before **08/05/2024** upto **05.30 PM**.

Applications that are received late or are incomplete in any respect will not be considered.

The candidates who applied in the Training and Placement advertisement Number: Advt. No. VNIT/ T&P/2024/01 are needed to apply afresh.

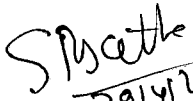
The Institute may fix up the higher shortlisting criteria norms, if necessary.

The Institute reserves the right to shortlist the candidates to be called for interview. For the interview, the list of eligible shortlisted candidates (Provisional) will be displayed on the Institute website in due course of time.

The interested candidates are requested to visit VNIT website regularly for updates.

The decision of the Director, V.N.I.T. Nagpur will be final in all respect.


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Associate Dean (T&P)


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Registrar