



Shivaji University, Kolhapur.

Applications are invited in the prescribed form available online on Shivaji University website www.unishivaji.ac.in (URL www.unishivaji.ac.in/recruitments) for the post of **Training and Placement officer** from University fund on purely temporary basis

- Interested candidates may apply online on or before 22/03/2019
- Last date of submission of final print out of application form alongwith attested copies of necessary documents is 26/03/2019 up to 6.00 p.m. in the University office.
- Interview Schedule will be declared later on University website.

Post Code No.	Post No.	Name of Post	Reservation Category or Open
11/2019	D-1	Training and Placement Officer	Open

Qualification :

- Any Postgraduate Degree from recognized University with good academic record (minimum of 55 % at P.G level) with minimum four year experience of teaching/industry related to placement or equivalent.
- Knowledge of computer usage and applicability is mandatory.
- Fluent in Marathi and English communication (written and spoken) and expert in soft skills.

Pay and Emoluments:

Consolidated pay of Rs.40,000/- per month.

Tenure of the Post :

Initially for the period of 11 months and may be extended for one more year subject to approval of University authorities.

Job Purpose :

1. To deliver high quality Training, Counseling in placement, to students and stake holders.
2. To arrange and manage training programs, workshops for the students and stake holders on campus and affiliated colleges.
3. To attend the duties entrusted by the Director, Students Development from time to time.
4. To manage the maintenance and record keeping of the day to day activities related to placement, training and submitting it to IQAC.

Job Responsibilities :

- Imparting high quality guidance and training to ensure successful placement.
- Imparting high quality training in soft skill and employability.
- Imparting high quality guidance and training related to placement.

- Anchor the assembly (record, upload report and update to the centre) to co-ordinate with industry and corporate sector.
- Plan, organise and facilitate placement camps on campus and at affiliated colleges.
- Daily followup of the calls of the Human Resource Department of industries and those assigned by Director of Students Development and respective authorities of the University .
- Encouraging Entrepreneurship.
- Communicate with alumni's for placement.
- Effectively co-ordinate with Director of Students Development.
- Support local representatives and involve in volunteer engagements.
- Encourage active social participation of all the stake holders
- Maintenance of placements records.
- Provide necessary co-ordination with placement Co-ordinators of the University departments and affiliated colleges.
- Maintain the student's profiles in soft and written version.

Dr. V.D. Nandavadekar
Registrar