

ABV-IIITM/Reg/310

**Advertisement for recruitment to the post of Counselling and Placement
Executive on consolidated remuneration contract**

On behalf of manpower outsource agency of the institute, ABV-Indian Institute of Information Technology and Management Gwalior invites applications for one (1) post of Counselling and Placement Executive.

Details for the advertised post are as following:

Advertisement Number and date	
Position and number of posts	Counselling and Placement Executive (CPE), One (01) only
Tenure	Initially for One (01) year and extendable based on upon satisfactory performance.
Remuneration	Monthly consolidated remuneration in the range of Rs. 25,000-65,000 based on qualifications and experience of the selected candidate.
Essential qualifications and experience	<ol style="list-style-type: none"> 1. First-class Master's degree in Engineering/Technology/ Management. 2. Minimum two (02) years of relevant work experience related with student placements in prestigious universities or institutions. 3. Proficiency in placement related digital content development and communication
Job profile	The CPE will support in the placement activities, close liaison with industry, efficiently able to organise pre placement and training sessions, collect feedback from the companies. The candidate will create a comprehensive and up-to-date database of participating companies and placed students. He may also be given other works of the Institute.
Duties and responsibilities	<ol style="list-style-type: none"> 1. To look after the training and placement activities of students. 2. To have close liaison with industry, Government and non-Government organization for placement of students. 3. To work in consultation with Professor-in-charge and coordinate Industry-Institute Interactions for the purpose of organizing lectures from the professionals from industry and other placement related activities. 4. To collect feedback from the companies coming for placement. 5. Arrange training programmes for soft skills and for interview facing skills for the students using institutional and external expertise. 6. To organize the entrepreneurship and start-up related workshops. 7. To create data base on Alumni and their present position. 8. To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization. 9. To support activity in branding and promotional activities. 10. Any other duties assigned by the Institute/Faculty Coordinator from time to time.

General terms and conditions of recruitment	<ol style="list-style-type: none">1. The selection and appointment of the candidate shall be done through manpower outsourcing agency only. The candidate shall not be the institute employee in any case. Thus his/her employment terms and conditions shall be regulated by manpower outsourcing agency only.2. The position is purely temporary in nature initially for one year. Only after a half yearly performance assessment, the opportunity can be extended.3. If the applicant is not found suitable, he may be offered lower positions.4. The filled-in downloaded application form along with enclosures must be sent in a sealed envelope by speed/registered post to The Registrar, ABV-IITM Gwalior, Morena Link Road, Gwalior 474015 so as to reach on or before the last date for submission of application i.e., 22 June 2022. Please superscribe the envelope with the post applied for and advertisement number.
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