

NATIONAL PG COLLEGE

Require – Training & Placement Officer

National PG College, renowned for its academic excellence, seeks a highly motivated and results-oriented **Training & Placement Officer (TPO)**

About the Role:

In this pivotal role, the TPO will play a key part in shaping the future careers of our students. He/ She will be responsible for:

- i. Developing and implementing comprehensive training programs to equip students with the skills and knowledge needed to excel in the global job market.
- ii. Building and fostering strong relationships with multinationals and corporate to secure a diverse range of placement opportunities for our graduating students.
- iii. Organizing and coordinating campus placement events: this includes career fairs, company presentations, and skill development workshops.
- iv. Providing career counselling and guidance to students, helping them identify career goals, prepare resumes and cover letters, and practice interview skills.
- v. Maintaining and managing all training placement-related data and records in compliance with various accreditation bodies.
- vi. Obtaining internship and summer training opportunities (preferably paid) for students of all streams.
- vii. Getting internship reports from the students.
- viii. Counselling of students for placement and internship.
- ix. Assisting in facelifting and branding of the institution.

Required Eligibility & Desired Qualifications -

- A highly motivated and results-oriented individual with prior work experience in training and placement or a related field.
- A graduate with a relevant Master's degree in Management (HR, Business Administration, or equivalent) is preferred.
- Excellent communication and interpersonal skills to liaison and build strong relationships with students, faculty, and industry professionals.
- Exceptional organizational skills with the ability to manage multiple tasks efficiently and effectively.
- Strong analytical and problem-solving skills to identify and address student career development needs.
- Proficiency in relevant advanced IT skills.
- Presentable demeanor and the ability to create a positive first impression.
- Maximum age of 50 years.
- Clean background check: No legal proceedings or complaints with any other institution pending against them.

What We Offer: Congenial academic environment; Salary- Rs. 50,000/- negotiable.

How to Apply: If you are a passionate individual with a vision to build a thriving placement cell, we encourage you to apply! Apply on Prescribed Form available from Principal's Office for Rs.1000/-. Alternatively, the application form can be downloaded from www.npgc.in. A Demand Draft of Rs. 1000/- in favour of National PG College should be attached along with the application.

Last Date for submitting Application Form complete in all respects is 22 July 2024.