

S. No.	Particulars	Details
	Name of the Position	Training & Placement Officer [on contract]
	Number of Position	01 (one)
	Place of Posting	Ropar
	Essential Qualification	Master's degree (full-time) in Engineering / Management or higher from a reputed University At least 5 years of experience as a TPO in reputed Technical Institutes with proven record OR 10 years of experience in multi-industry with a vast industry network
	Desirable Qualification	Should have excellent communication and negotiating skills Ability to build and maintain relationships with industry partners
	Emoluments (monthly) (inclusive of statutory compliances, if any) [CTC]	₹ 1,20,000/- per month
	Maximum Age Limit	55 years on the date of advertisement
	Contract Period	01 year (extendable annually based on the performance and the requirement, for a maximum period of 5 years)
	Role and Responsibilities	Responsible for providing overall career guidance to diverse UG and PG students from various social and economic backgrounds. Develop sound, credible, and long-term relations with industry. Collate information from leading companies about skills required for various job profiles. Support mapping of knowledge and skills with curriculum and work with individual faculty to ensure relevant courses cover required competencies. Systematically augment companies for campus recruitment to increase the number of student offers. Effectively communicate with recruiters and highlight institute priorities, strengths, and unique capabilities. During placement season, coordinate with all stakeholders to ensure most students secure appropriate jobs. Work collaboratively with other departments for smooth execution of placement activities. Leverage social media platforms to share institute achievements, gather job opportunities, and network with employers across roles. Monitor post-placement feedback and address any issues or concerns raised by employers or participants promptly. Efficiently use software tools for placement data collection, storage, and analysis. Generate regular reports and analytics to track placement metrics, identify trends, and evaluate program effectiveness. Willingness to work from any location in India. Willingness to travel frequently within India and abroad for training and placement activities.