



# Malaviya National Institute of Technology Jaipur

(An Institute of National Importance under Ministry of Education, Govt. of India)

**J.L.N. Marg, Jaipur-302017 (Rajasthan)**

**Advertisement No.: MNIT/T&P/2024/1 (Contract)**

**Date: 30.08.2024**

## **Engagement of Deputy Manager/Industry Liaison Officer (Training and Placement Cell) (purely on contract basis)**

MNIT Jaipur invites Applications for the post of Deputy Manager/Industry Liaison Officer (Training and Placement Cell) purely on contract basis for an initial period of one year which can be further extended up to three years based on the performance of the incumbent. This post is purely on a contract basis and the applicant will not have any claim to regularization with MNIT Jaipur.

MNIT Jaipur offers a dynamic and supportive work environment, as well as opportunities for professional growth and development. The Deputy Manager/Industry Liaison Officer (Training and Placement Cell) will be an important member of our team, helping to strengthen the institution's commitment to the professional growth of our students and the continued excellence of MNIT Jaipur.

**Eligibility criteria** for this position will be as:

### **Qualifications:**

#### **Essential:**

- i) MBA/PGDM with specialization in Marketing/HR with at least 60% of the marks or equivalent grade in both the qualifications from AICTE approved University/Institute.
- ii) Five (05) years of experience in training and placement within Higher Educational Institutions, preferably in CFTIs such as IITs, NITs, etc. Candidates from industry/placement agencies with experience of liaison with industry may also be considered.

#### **Desirable:**

- i) Capacity/ability to conduct training/employability skills development programmes.
- ii) Liaison with industry, good understanding about industry needs.
- iii) Ability to conduct aptitude training programme.

**Age limit:** Maximum 45 years

**Salary:** Consolidated pay of Rs. 80,000/- per month. The Deputy Manager/Industry Liaison Officer so appointed shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. No increment shall be allowed during the contract period.

**Leaves:** Leave rules applicable to a regular Government employee will not be applicable to this contractual appointee. However, a contractual appointee will be entitled to 8 days leave on pro-rata basis in a calendar year.

### **Roles & Responsibilities:**

- Plan and coordinate campus recruitment/internship drives and build and maintain relationships with industries and companies.



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- Promote training and placement activities through various channels. Identify and address students' training needs and organize training programs/workshops for soft skills, aptitude tests, and technical skills.
- Maintain an updated database of students' academic records and placement status.
- Work in coordination with the Alumni Affairs office to establish an alumni network for mentorship and recruitment opportunities.
- Stay updated with industry trends and adjust strategies accordingly.
- Coordinate with companies for possibilities of MoUs, agreements, awards, etc.

## **Additional Skills:**

- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Ability to build and maintain professional relationships.
- Analytical skills for evaluating training effectiveness and placement success.
- Proficiency in using placement management software, LinkedIn, and other relevant tools.

**How to apply:** You can apply through the form available at the following link <https://forms.gle/tZj8ZJwqg8ZU6mQb8>. The link for the application form is also available on [www.mnit.ac.in](http://www.mnit.ac.in).

Please upload relevant documents such as educational qualifications, experience certificates, etc., along with your CV while filling out the application.

Candidates should note that if called for an interview, all original documents will be verified at that time.

For any queries, please email [pi.tnp@mnit.ac.in](mailto:pi.tnp@mnit.ac.in).

Last Date of submitting of application: **30<sup>th</sup> September 2024.**