

Qualification, Experience & general terms and conditions

Sl. No.	Manpower Requirement	No. of Manpower Required	Qualification & Experience	Job responsibilities	Maximum Consolidated Remuneration per month	Maximum Term of Engagement on contract
1.	Placement Consultant *	01	<p>Full time graduate in any discipline with 4 years of experience in the relevant area.</p> <p>Or</p> <p>M.B.A. (HRM / PM) with 2 years' experience in the relevant area.</p>	<ol style="list-style-type: none"> 1. To coordinate with students/parents/industries; 2. To Train students in soft skills for interview including resume writing, mock interviews etc. 3. To liaise with industries for campus interviews & placement of CIPET students / trainees. 4. To enforce anti-ragging measures in institute premises. 5. To act as per AICTE/UGC guidelines & legal provisions. 6. To collect feedback from trainees and industries and submit to Centre Head. 7. To prepare database of Plastic Industries with their requirements in diversified fields. 8. To maintain database & documents as per requirement of sponsoring agencies w.r.t. placement in industry. 9. To arrange special lecture / personality development classes for trainees facing the interview. 10. To follow up with the industries after their placement. 11. To maintain candidate placement track record. 12. To verify stipend details and to maintain 80% placement record in every batch. 13. To provide 2nd time placement for the candidate placed already. 14. To take lecture classes etc. and any other time based assignments as allotted by the Competent Authority 15. To visit industries for maintaining Industry institution relationship and business development. 16. To organize placement activities as per ISO QMS and maintain records for audit. 17. To arrange Industrial visits / in plant training / internship for students. 18. Any other task as assigned by the Centre Head / Principal/Vice Principal from time to time. 	Rs.40,000/-	1 year (Renewable upto 3 years based on performance and requirement)

Remarks : * Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement

