



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530: registrar@cottonuniversity.ac.in

अग्रमतेन वेदव्यम

Advertisement for a Placement Officer (Contractual)

Advertisement No. : **Recruitment/CU/2023/08 Dated 21.03.2023**

Applications are invited for the following contractual post from candidates who are Indian nationals and are committed to establish a University of Excellence, proud of working beyond call of duty and uphold the highest standard of ethics and public accountability.

Name of the post: Placement Officer (Contractual) for Placement and Career Counseling Cell, Cotton University.

Number of Post: 01(One)

Remuneration: Rs. 30,000/-(Fixed) per month.

Mode of appointment: The appointment shall be purely on contractual basis initially for a period of one year; extendable on the basis of performance of the incumbent.

Last date for submission of application: 12th April, 2023

Essential Qualification: Degree in any discipline from reputed Institution/University with 55% of marks.

Desirable Qualifications: (a) Possessing BBA-HR from reputed Institution.
(b) Exposure to corporate world in Human Resources.

Experience: (a) Minimum 2years of proven experience (desirable) in the relevant field/similar academic Institutions and preference will be given to candidates proficient in liaisons with various industries for placement.
(b) Experience in Assam is desirable.

Qualifications and experience must be supported by self-attested copies of the certificates. Original supporting documents must be produced at the time of interview/ appointment.

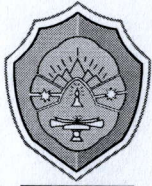
Age: Candidate below 65 years may apply; preference will be given to retired persons with experience in the above discipline on 01.01.2023

Required Qualities:

The applicant should possess-

- Excellent communication skill (oral & written) and interpersonal skills.
- Ability to create and build reciprocal relations with plastic and allied industries/manufacturing industries, PSUs, MNCs and other organizations.
- Ability to facilitate industry/institute interactions.
- Positive attitude, proactive and optimistic nature, ability to work and keep calm under pressure.

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21/3/23
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



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Role and Responsibilities:

- Finding placement opportunities for students
- Liaising with students and employers during placement events
- To arrange for interview facilities at campus and written test halls
- Negotiating terms of placement with providers
- Conducting pre-placement background checks, arranging for skill development and entrepreneurship development sessions
- Necessary documentation
- To coordinate and report The Coordinator of the Placement and the Career Counseling Cell.

General terms and conditions:

Cotton University shall adopt a holistic approach towards scrutiny of the applications and reserves the right to:

- i. Shortlist a limited number of candidates for interview and /or the test for the post, though a much larger number may satisfy the minimum criteria (mere fulfilment of minimum criteria will NOT entitle a candidate to be called for interview/test).
- ii. The incumbent has no right for claiming appointment either regularly or on contractual basis after the expiry of the contractual period.
- iii. The incumbent shall abide by the rules and regulations of the University.
- iv. Application form is available in the website www.cottonuniversity.ac.in
- v. University reserves the right not to appoint any person if suitable persons are not found.

Filled in application may be sent to –

The Registrar, Cotton University, Panbazar, Guwahati-781001, Assam, indicating the post applied for.

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21/3/23
Registrar Registrar
Cotton University
Panbazar, Guwahati-781001, Assam