

ADVERTISEMENT FOR THE POST OF

TRAINING AND PLACEMENT OFFICER

Post

Training and Placement Officer (TPO)

Number of Posts 1 (One)

Nature of Appointment Full Time / Contractual (as per institutional norms)

Educational Qualification

- Postgraduate degree in **Commerce / Science / Management / Computer Science** from a recognized university.
- Candidates with **additional certification in HR / Training / Career Guidance / Placement** will be preferred.

Experience

- Minimum **2–5 years** of experience in **Training & Placement / HR / Industry–Institute Interaction** preferred.
- Candidates with proven industry networking and campus placement experience will be given preference.
- Fresh candidates with exceptional communication and coordination skills may also apply.

Job Responsibilities

- Coordinate **campus placements, internships, and recruitment drives.**
- Establish and maintain **industry, corporate, and alumni linkages.**
- Organize **skill development, employability training, and career guidance programs.**
- Coordinate **add-on / value-added courses** in collaboration with academic departments.
- Guide students regarding **careers, higher education, entrepreneurship, and competitive exams.**
- Maintain **placement records, reports, and NAAC-related documentation.**
- Support **IQAC, AQAR, SSR, and accreditation activities** related to placements.

Desired Skills

- Strong communication and interpersonal skills
- Industry networking and liaison abilities
- Student mentoring and career counseling skills
- Proficiency in MS Office and basic digital platforms
- Organizational and event-management skills

Salary

As per **Management norms** (commensurate with qualifications and experience)

How to Apply

Eligible candidates should send their:

- CV / Resume
- Copies of academic certificates
- Experience certificates (if any)

to principal@pvgcos.ac.in

within **15 days from the date of publication of this advertisement.**

Note

- The management reserves the right to **accept or reject any application without assigning any reason.**
- Incomplete applications will be summarily rejected.