



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

ADVERTISEMENT

No. RTMNU/GA/677

Date : 30th April, 2022

Applications in the prescribed form are invited from eligible candidates for appointment of one **PLACEMENT OFFICER (on contractual basis) (OPEN category)** in the University for the period of 11 months from the date of joining on consolidated minimum remuneration of **Rs.50,000/- per month**, which may be enhanced up to **Rs.1,00,000/- per month**, by considering candidate's ability and skills, at the time of interview.

**The Last date for submission of duly filled Application Form is
20th May, 2022**

ELIGIBILITY CRITERIA

ESSENTIAL Qualification and Experience	<ol style="list-style-type: none">1. Master's Degree in any discipline with at least 55% of marks or its equivalent grade 'B' in the UGC 7 Point Scale alongwith good academic record.2. Minimum TWO years' experience in Training and Placement or relevant field / Industry experience in HR field.
DESIRABLE Qualification, Experience and Skills	<ol style="list-style-type: none">Good Communication skills, Leadership qualities and Capacity to arrange Campus placements.Competency in Computer & Softwares.Ability to establish systems and procedures with personal initiative.

Duties & Responsibilities :

- To organize POOL CAMPUS for the students belonging to the University and its affiliated colleges and completion of their PLACEMENTS, at large scale.

2. To organize Campus placements and support students in the placement process.
3. To have close liaison with industry for placement of students.
4. To work in consultation with Coordinator Industry/Institute and with the University.
5. Organizing lectures of the professionals/ experts from Industry and Academia.
6. To collect feedback from the companies coming for placement.
7. To look after placement correspondence and telephone enquiries.
8. To mobilize a pool of experts from Academia, industry and Corporate to train students for job oriented skills.
9. Conduct Training programmes for soft skills and for interview techniques for the students.
10. To co-ordinate with University teaching departments and affiliated colleges.
11. Creating database of students, companies, employers.
12. Hon'ble Vice-Chancellor will be the Reporting Officer for all functional and administrative work.

NOTES, INSTRUCTIONS, TERMS & CONDITIONS :

1. **Please note that the CONTRACTUAL appointment of "PLACEMENT OFFICER" in the University is purely temporary and strictly only for the period of 11 months from the date of joining on consolidated minimum remuneration of Rs.50,000/- per month, which may be enhanced up to Rs.1,00,000/- per month, by considering candidate's ability and skills, at the time of interview. A person selected shall have no enforceable right against the University for continuation in the succeeding academic session in any circumstances.**
2. Candidates must read all the instructions before filling the application form in a prescribed "Format of Application" from the University website www.nagpuruniversity.ac.in Candidates must ensure that no column is

wrongly filled in Application form as the information furnished therein would be used for deciding the eligibility and suitability of the candidates for being called for the interview. Applications not in the prescribed form or incomplete or not submitted as per the instructions herein shall be treated as invalid and shall be liable to be rejected and the responsibility of such rejection shall be on the candidate himself/herself.

3. Self-attested copies of the certificates shall be attached in support of information given in the application form wherever necessary and serial no. of enclosures shall be indicated in the relevant column of the application form. All the information contained in the application form shall be substantiated by supporting documents.

4. **DULY FILLED IN "PROFORMA-A", SUPPLIED ALONGWITH THE APPLICATION FORM, SHALL ALSO BE SUBMITTED ALONGWITH THE APPLICATION FORM. FAILURE TO SUBMIT "PROFORMA-A" WOULD MAKE THE APPLICATION LIABLE FOR REJECTION.**

5. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled [(a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness] for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procured.

6. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19th September, 1991.

7. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

8. Candidates belonging to the reserved categories specified by the state Government of Maharashtra only shall be considered for the posts reserved in this advertisement. The candidates from reserved category who are domiciled outside the State of Maharashtra will be treated as Open category candidates as per Maharashtra Govt. Circular No. CBS-1290/23116/Pra.Kra.378/ Mapak.5, dated 24-08-1995.

9. Candidates must attach self-attested copies of caste validity certificate and non-creamy layer certificate wherever applicable.
10. **PRESCRIBED APPLICATION FORM CAN BE DOWNLOADED FROM THE UNIVERSITY WEBSITE at www.nagpuruniversity.ac.in Completed application in NINE COPIES, in A-4 size alongwith ONE SET of self-attested copies of Certificates/Testimonials shall be submitted alongwith Registration fee (Non-refundable) of Rs.500/- for open category or Rs.300/- for S.C., S.T. & V.J.(A)/N.T.(B/C/D) categories, by way of demand draft (Demand Draft to be tagged at the top of the application) drawn in favour of "Finance & Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur", payable at Nagpur.**
11. Applicant must write name of the post/category and his/her name and full address on the back of the Demand Draft without fail.
12. Paste **(do not staple/pin)** a passport size colour photograph in the space provided on the right top portion of the application form duly attested by the applicant **at least on two application forms.**
13. Canvassing in any form throughout the Selection Process shall entail disqualification of the candidate.
14. The right to fill or not to fill the post or to modify/alter/cancel the advertisement is reserved by the University.
15. All disputes arising out of this advertisement are subject to Nagpur jurisdiction.
16. Proficiency in Marathi language is desirable.
17. Applicants shall not be entitled for any TA/DA towards attending the interview.
18. Selection will be made on the basis of candidate's previous record and performance during his/her interview. The University may also utilize seminar/colloquium and/or any other mode as a method of selection.
19. The University shall not be held responsible for postponement or cancellation of scheduled interview for any unforeseen/unavoidable reasons.
20. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
21. Application received after the prescribed last date is liable to be rejected and no communication in this regard will be made with the candidate.

22. No correspondence will be made with applicants who are not short-listed or not called for interview.
23. Applications received by **E-mail and Fax** will not be entertained.
24. **QUALIFICATIONS & ALL OTHER ELIGIBILITY CONDITIONS SHOULD BE FULFILLED AS ON THE LAST DATE OF APPLICATION.**
25. The set of NINE COPIES of the prescribed application form either handwritten or neatly typed and one clean and legible self-attested copies (not originals) of all relevant certificates/publications/pre-prints /reprints etc. in proof of all information (date of birth, qualifications, experience, publications, etc.) shall be submitted on or before the last date. 'Enclosure Sr.No._____ ' (as mentioned/filled in the application) shall be written at the right top corner of each copy of the certificate/document enclosed with the application.
26. The completed application form shall be submitted in a cloth lined envelope, writing at the center of the envelope the name of the post to **"The Registrar, Rashtrasant Tukadoji Maharaj Nagpur University, Jamnalal Bajaj Administrative Building, Mahatma Jotiba Fule Educational Premises, Campus Square to Ambazari T-Point Marg, Nagpur-440 033 (M.S.), India"** on or before **20th MAY, 2022** up to 5.00 p.m.

REGISTRAR
Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur

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