

**Post Name**

Assistant Manager- Placement

**Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting-edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

**Roles & Responsibilities**

The recruit shall be responsible for:-

- To look after the training and placement activities of students
- Engage with employers in order to develop and foster work integrated learning opportunities for students.
- Design and implement student work-readiness and career development programming, including resume development, interview preparation workshops, and job search techniques.
- Support faculty with student placements and develop mentoring supports.
- Maintain a database of employers, student placements and experiential assignments.
- Assist Manager/Sr. Manager in Overall development of the placement cell in the University.
- To Organize pre-placement visits to perspective companies
- To assist different companies in recruiting candidates as per their requirements.
- To guide and counsel students in obtaining final placement in reputed companies.
- To Keep track of all the advertisements related to placements appropriate to the profiles of aspirants
- To organize placement training for the students and make them ready for interview and group discussion.
- To collect feedback from the companies coming for placement
- Arrange training programs for soft skills and for interview facing skills for the students using institutional and external expertise
- To conduct and organize various mock interviews of students from all schools
- To analyze students' performance in each of the tests conducted as part of Campus Placements Training from time-to-time and shares the same with students, Deans, Provost and Director. Keep a record of the same.

	<ul style="list-style-type: none"> <li>• Coordinating all the activities related to placement and to provide updated placement information to the concerned to publish on web portal and other social media platforms.</li> <li>• You shall also perform such other tasks and duties as may be required and assigned to you by your reporting authority.</li> </ul>
<b>Qualification</b>	Any Graduate /Post Graduate with Minimum 55% marks
<b>Experience</b>	Minimum 3 years of experience in relevant field
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Fluent English Communication-verbal and written.</li> <li>• Awareness of industrial clusters in terms of sectors, locations.</li> <li>• Ability to develop sound, credible reciprocal relations with industry.</li> <li>• A good PR, liaison and relationship building</li> <li>• Ability to work and keep calm under pressure.</li> <li>• Sound and rich frame of reference, in terms if awareness to changing needs of industry, govt. policies and national economy</li> <li>• Positive attitude, proactive nature and strong optimism.</li> </ul>
<b>Reporting</b>	Provost
<b>Remuneration</b>	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ol style="list-style-type: none"> <li>A. The core salary</li> <li>B. PF as per applicable statutory norms</li> <li>C. Increment based on PMS score as per the PMS policy for non-Teaching staff</li> </ol>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Medclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1 - Written Ability Test</b></p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.</p>

## **Stage 2 –Personal Interview**

Interviews of the short-listed candidates will be conducted by the committee members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field.

The solved case study will be extensively discussed with the committee members during the interview (if required).

### **Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

### **Location**

Vadodara, Gujarat.