

Post Name

Manager - Placements

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 & Receptibilities

The recruit shall be responsible for: -

- Overall development of the placement cell in the University.
- Implementing agenda of the University outreach to Industry and developing corporate relationship and rapport with the potential recruiters
- To tie up with various industrial and business houses for regular industrial visits for the students.
- Conducting meetings with various stakeholders and take such other measures for enhancing the impact of placement activities.
- Preparing placement brochure for final placement.
- Organizing pre-placement visits to perspective companies.
- Organizing rigorous grooming and training sessions for employability skills enhancement.
- Continuation and sustenance of placement activities within the stipulated Period, till all the students are placed.

Qualification

MBA(Marketing) Full time courses with First Class/equivalent Grade from a reputed institution.

Candidates holding Bachelor degree with exceptional experience and skills

Preferable – Candidate having good Industrial networking experience with exclusive experience of Placement.

Experience

Manager – Minimum 5 years of experience of serving in industry/prem serving in industry/ premium institutions out of which minimum five years in a senior position preferably in corporate relations, training or HR.

Skills

- Excellent team leader
- In depth knowledge of our university, the company to be approached, positions being offered by the company, identify the reasons why our candidates are best fit for the roles being offered by the company
- Awareness of industrial clusters in terms of sectors, locations
- Ability to develop sound, credible reciprocal relations with industry
- Interpersonal and human relation skills
- A good PR, liaison and relationship building
- Strong networking & effective communication skills, administrative abilities
- Basic knowledge of IT
- Awareness about industrial operations and trends
- Candidate should have skills of driving.
- We are looking for dynamics & result oriented professional.

Additional Requirement

- Performance will be evaluated based upon the numbers of successful Placement figures.
- Candidate is required to visit number of industries & develop networking with different industries to ensure good number of placements

Reporting

Provost

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms

Other Benefits

Group Medclaim Insurance Policy and Group Personal Accident Policy Treatment at GSFC Medical Center on applicable terms

Selection Procedure**Stage 1 - Written Ability Test**

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.

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.