

➤ **FOR COLLEGE WEBSITE**

MJ/19/S-2/ADVT./7

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BETWEEN 29.8.2019 TO 31.8.2019**

**MUFFAKHAM JAH  
COLLEGE OF ENGINEERING & TECHNOLOGY.  
(SULTAN-UL-ULOOM EDUCATION SOCIETY)**

Estd. 1980 - APPROVED BY A.I.C.T.E. & AFFILIATED TO OSMANIA UNIVERSITY)  
8-2-249 to 267 Road N#:3 Banjara Hills, Hyderabad - 34  
☎: 040-23280301/23280305 Fax: 040-23353428

**INVITES APPLICATIONS FOR THE POST OF  
“PLACEMENT AND TRAINING OFFICER”**

**Qualifications:** A first class Post Graduate in Management (MBA) from any recognized University, preferably with a first class basic degree in Engineering and Technology.

**Age & Experience:** The candidates should be between 40 to 50 years of age with minimum 5 years of relevant experience in reputed Institutions, preferably those offering under graduate and post graduate Engineering courses.

**Salary:** Suitable Salary (Consolidated) depending upon the qualifications and experience.

**Job Profile:** As the Placement & Training Officer the candidate will be responsible for Placement of B.E. graduates in 8 branches of Engineering, M.E. students in 5 specialization, MBA and Pharmacy students. The following are some of the responsibilities which the post carries with it.

- i. Administer and Supervise an academic placement and recruitment program for the students at third and final year level.
- ii. Plan, schedule and deliver presentations on career development, career skills and career opportunities to the students on a regular basis.
- iii. Maintain a database of all the students who are eligible for placement and the database of employment opportunities and assists the students in job search.
- iv. To interact with the various company executives for end semester internships
- v. Arrangement of guest lecturers for the students by corporate executives
- vi. Counsel students and motivate them on a regular basis for peak performance during the Placement period.
- vii. To develop and maintain a health mix of new and old economy sector companies for placements.
- viii. To be continuously in touch with the HR executives of various companies and strive to invite them to MJCET for Placement.

**NOTE:** Interested candidates who fulfill the eligibility requirements may submit their Bio-Data addressed to the Advisor-cum-Director, MJ. College of Engineering & Technology, 8-2-249 to 267, Mount Pleasant, Road No: 3, Banjara Hills, Hyderabad - 500034 by post along with a passport size photograph and photocopies of all relevant certificates (Qualification, Experience etc.) on or before **20.9.2019**. Candidates called for interview will be informed by post/email. No TA will be paid for attending interview.

HONY. SECRETARY