

Job Profile of Training & Placement Officer, RCCIIT

Eligibility Criteria:

Essential

- A Bachelor's degree in any relevant field from a reputed university
- Strong communication, interpersonal, and networking skills

Desirable

- B.Tech and/or MBA from reputed Institution/university
- Minimum 8-10 years of experience in a similar role, preferably in an educational or corporate setting.
- Effective industry contacts
- Proficiency in using office software, database management, and job portal platforms

Type of role: Full time Contract basis

Remuneration: CTC commensurate with market standard and having following components:

Consolidated fixed component - 70% of CTC; Quarterly Variable Component - 20 % of CTC

Yearly Variable Component - 10 % of CTC

Date of Joining: Immediate

Term of Appointment: The initial period of engagement will be for one year and is extendable based on satisfactory performance.

Performance Indicators - Quarterly: Number of new accounts visited / added, Number of companies for campus drive/workshop/training/internship etc., Number of students placed/trained/attended workshop etc.; Yearly - Number of companies for campus drives, Number of Students Placed

Responsibilities:

1. To establish and maintain relationships with various industries, companies, and organizations, act as the primary point of contact between the institute and industry partners; systematically augment relationship with companies for campus recruitment to increase the number of offers to the students (this could require visiting industry HRs located in Kolkata as well as in other parts of India)
2. To plan and execute placement drives and job fairs on campus. Coordinate with companies and Depts to schedule interviews and recruitment activities. This includes the following:
 - Getting approval for on-campus recruitment drives from the competent authorities and informing the candidates through Department Placement Coordinators (DPCs)
 - Providing information on the schedule and modalities of all recruitment drives to all DPCs, HODs, Faculty In-Charge (FiC) T&P, Principal
 - Arranging resources (classrooms, labs, manpower etc.) required for the recruitment drives by coordinating with DPCs/HODs/Registrar
 - Announcing list of placed candidates after every recruitment drive and sharing details of placed candidates including copies of their offer/appointment letters with all DPCs/HODs, immediately after the recruitment drive is completed
3. To orient students about training and placement process, rules and regulations
4. To coordinate with DPCs and concerned agencies for arranging tests (e.g., AMCAT etc.) to prepare students right from 1st year for recruitment process
5. To compile and maintain the central database of student's profiles for all the departments; to use and master the software tools available for placements data collection, storage, and analysis

6. To monitor and track progress of the students by supervision and feedback from DPCs
7. To communicate with students and counsel students in an emphatic manner to understand the student's queries and lead the students to the right direction
8. To take lead role to organize networking events, seminars, and workshops to connect students with industry experts and keep them informed about industry trends
9. To facilitate internships and industrial training opportunities for students, ensuring their exposure to real-world work environments
10. To do proper job market analysis and competitor (college) analysis and accordingly suggest/adopt improvised policies for securing improved placement figures every year.

Points to be Noted:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for interview.
2. Highest priority will be given to candidates having strong contacts in relevant industry and experience of working with multiple industry in different capacities including in the role of Training & Placement Officer or equivalent in higher education institute(s). Candidates should be well aware of the courses offered by RCCIIT, its training requirement for the students and placement record;
3. The Institute reserves the right to hold one or multiple interviews of and/or presentations by the candidates as part of the selection process (that may vary on case-to-case basis);
4. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the position if no suitable candidate is found. The decision of the Institute will be final and binding in this regard;
5. The Institute reserves the right to relax any of the qualifications and/ or experience of the position in exceptional cases. Better remuneration and terms of appointment may be offered to exceptionally qualified and deserving candidate;
6. The Institute reserves the right not to fill the position advertised herein, or cancel the advertisement in whole or in part without assigning any reason thereof, and its decision in this regard shall be final;
7. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the interview and reasons for not being called for an interview.
8. Applications to be made to Registrar, RCCIIT at **registrar@rcciit.org.in** with an updated resume detailing relevant experience and mentioning in the subject line "**Application for TPO**". No other supporting documents are required at this stage. Last date of application **30.01.2025**