

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR (Formerly Orissa School of Mining Engineering [Degree Stream], Keonjhar)

At: Jamunalia, P.O.: Old Town, Dist., Keonjhar, Pin: 758002 (Odisha)

Web: www.gcekjr.ac.in / Mail id- principal@gcekjr.ac.in

No. 1292 Date: 27.12.2021

ENGAGEMENT OF PLACEMENT EXECUTIVE ON CONTRACT BASIS

Government College of Engineering, Keonjhar invites applications for the position of one Placement Executive for its Training & Placement Cell. The essential qualification is Two years MBA (Full Time) with specialization in HR and at least two years experience in placement related activities in reputed Engineering, Management Institute/University or two years' experience in an HR department of an industry in its recruitment section.

The engagement is purely temporary in nature and will form no basis either legally or otherwise to claim for regularization against the post or any other post. The qualification for the said engagement would be as per the norms suggested by BoG of the institute.

The applicants are required to fill up the attached application form (Annexure-1) and send it to Principal, Government College of Engineering, Keonjhar, At: Jamunalia, PO: Old Town, Keonjhar, PIN-758002. The last date for the receipt of applications at GCE, Keonjhar is **15.01.2022** during office hours by Speed Post/Registered Post only. A candidate is required to pay a non-refundable and non-adjustable fee of Rs.500/- in the form of a bank draft in favour of Principal, Government College of Engineering, Keonjhar payable at Keonjhar to be attached with the application form. The application form is to be super-scribed as “**Application for the Post of Placement Executive**”. The applicants are also required to submit the google form on or before 15.01.2022, the link is given below:

<https://forms.gle/jWmTFeu8nURpxNa99>

ESSENTIAL QUALIFICATION:

The essential qualification is Two years MBA (Full Time) with specialization in HR and at least two years prior experience in placement related activities in reputed Engineering, Management Institute/University or two years' experience in an HR department of the industry with its recruitment section.

DESIRABLE QUALIFICATION:

The individual should be energetic, proactive, and a good communicator; excellent written and oral communication skills in English; ability to effectively use modern computing, document preparation, data analysis, and networking applications and tools; strong analytical abilities, in order to analyse data as dealt with in science administration, provide visualization of the data, and draw inferences. Excellent organizational and interpersonal skills are essential. The individual is expected to work in consultation with the Professor, Training & Placement of the college.

REMUNERATION:

Rs.35,000/- per month (consolidated). However, candidates having Ph.D degree in relevant area will be paid a consolidated remuneration of Rs.40,000/- per month.

OTHER TERMS & CONDITIONS

1. Engagement of Placement Executive is purely temporary for a period of eleven months. Such selected Placement Executive will assist in interaction with the industry and carrying the ground work for placement of the students.
2. The selected candidates shall have to furnish an agreement in a non-judicial stamp paper.
3. The contract can be terminated at anytime by giving one month's notice, by either side.
4. No TA/DA will be provided for attending the interview

Sd/-
Principal
Government College of Engineering
Keonjhar

**GOVERNMENT COLLEGE OF ENGINEERING
KEONJHAR**

APPLICATION FORM FOR PLACEMENT EXECUTIVE

Discipline: -----

1. Name in Full :
(in block letters)

2. Date of Birth & PAN Number :
(DD/MM/YY)

3. Nationality :

4. Category (General/ SC/ST) :

5. Sex (Male/ Female) :

6. Marital Status (Married / Unmarried) :

7. Father's Name/ Husband's Name :

8. Address for Correspondence :

9. Mail id and Mobile Number :

10. Permanent Address :

11. Academic Qualifications

(from HSC onwards)

Sl No	Exam Passed	University/ Board/ Institution	Month/Year of passing	Subjects In which degree awarded	Specialization If any	% of marks/ CGPA	Division	Rank
1.	HSC							
2.	12 th							
3.	Graduation							
4.	MBA							
5.	Ph.D.							

* Please provide qualifications HSC /10th onwards and percentage of mark in two decimal point

* In case of CGPA / CPI, please give marks in percentage along with the conversion formula. Attach the Xerox copy of all the certificates.

12. Employment Records : Attach relevant copies of service records/Experience Certificates

Name and address of employer/industry	Period of Service		Designation	Scale of Pay	Work description	Reason of leaving	Total period of employment
	From	To					

13. Professional Training Received : Attach relevant Certificates

Organization	Period		Training Area
	From	To	

14. Other Academic Activities (Curricular/ co-curricula/ Examination/ Hostel/ Sports/ NSS/ NCC/ Scouts etc) :

Sl. No.	Name of the activities	Date of the activities held	Remark
1.			
2.			

15. Minimum joining time require (if selected):

16. Any other information in support of your candidature:

17. Declaration:

I declare that the foregoing information is correct to the best of my knowledge and belief and nothing has been concealed / distorted. If any time, I am found to have concealed / distorted any material information, my appointment shall be liable to summary termination without notice. I will, if and when required, take up duty in the discharge of Government assignment anywhere in India.

Place:

Date:

Signature of the candidate