



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE



Date: 20.05.2019

Applications are invited in the prescribed proforma (attached herewith as per Annexure - I) with a draft of Rs. 100/- (non-refundable) in favour of '**Principal, Shivaji College (University of Delhi) payable at Delhi for the post of Training & Placement Officer purely on contractual basis**, initially for a period of six months (likely to be extended). The applications complete in all respect along with bank draft and self-attested copy of certificates should reach the Collège Office by 10.06.2019 (upto 05:00 p.m.)

ELIGIBILITY CRITERIA

Essential Qualifications:

Job Description: The job entails: -

- arranging final placement, internships and training facilities for students
- coordinating industry-interaction, seminars and workshops
- Maintenance of databases
- Regular interaction with students

Qualification: A good academic record with 55% marks or an equivalent grade at Master's level in the relevant subject from a recognized University and at least 5 years' experience in industry with exposure to multiple management disciplines. Preference will be given to those who have work experience in a similar position in an academic institution.

Desirable Qualifications: -

An MBA degree with experience in Recruitment and Human Resource Management.

Maximum Age Limit: 35 Years (Age relaxation will be allowed as per the guidelines of University of Delhi/ University Grants Commission (UGC))

Remuneration: Rs. 35,000/- per month

Note:

- The College reserves the right not to fill up the post/s advertised without assigning any reason.
- The post is purely on contractual basis and the service can be terminated at any time without notice or without assigning any reason thereof.
- No TA/DA will be paid for attending the test/ interview.


Dr. Shashi Nijhawan
Principal



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE



APPLICATION FOR THE POST OF: TRAINING & PLACEMENT OFFICER

Space for Office Use:

Affix Latest Colored
Self-attested Passport
Size Photograph

1. Complete Name (in block letters) :
(First Name) (Surname)
2. Name of Father/Husband: :
(First Name) (Surname)

3.

Correspondence Address	Permanent Address
Mobile No:	Email ID:

4. Date of Birth : -- -- -- --
DD MM YYYY

5. Age (as on 10.06.2019) :

Year(s)	Month(s)	Day (s)

6. Nationality :
7. Marital Status :
8. Sex (Male/ Female) :

9. Educational/Professional/Technical Qualifications starting with Highest: Attach attested copy of Marks sheets/Certificates, Work experience certificates, etc. (Enclose separate sheet, duly authenticated by your signatures, if space is insufficient):

S.No.	Examination Passed	Board/University /Institute	Duration of Degree/ Diploma	Year of Passing	CGPA or % Marks	Subject Studied/ Specialization

10. Details of employment starting with the most recent (Enclose separate sheet, duly authenticated by your signatures, if space is insufficient):

S.No.	Org. /Deptt./ Institute	Designation/ Post held& Type of Employment (Temporary/Permanent/ Contract)	Period			Pay Scale /Grade Pay	Gross monthly emoluments	Duties performed
			From	To	No. of year			

11. Time required to join the post in the event of selection

12. Any other relevant information:

13. Details of Enclosures

1		4	
2		5	
3		6	

14. Two references (either from the past employers or persons known to you):

1	
2	

DECLARATION: I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected at any time, my candidature will stand cancelled and my claims for the recruitment forfeited.

Place:

Signature of Candidate

Date:

Note: Duly filled in application form along with all enclosures may please be sent by Speed Post/Registered Post or by hand to:-

The Principal,
Shivaji College,
University of Delhi,
Ring Road, Raja Garden,
New Delhi - 110027