

ANDHRA UNIVERSITY

VISAKHAPATNAM - 530 003

(NAAC Accredited with 'A' Grade and ISO 9001 : 2015 Certified)

PROF.V.KRISHNA MOHAN
REGISTRAR



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Employment Notification- S.II(Supdt.)/2022

Date: 18-05-2022

ADVERTISEMENT FOR WALK-IN-INTERVIEW FOR THE POST OF PLACEMENT OFFICER

Walk-in-Interview on 27-05-2022 from 10:30 AM to 01:30 PM

Andhra University invites candidates for the post of Placement Officers purely Contractual appointment basis from the Interested Candidates who fulfills the eligibility criteria as detailed below, may appear for the Walk-in-Interview with all the Original Certificates of Essential Qualifications, Experience with one set of photo copies of the same at Executive Council Hall, Central Administrative Office, Andhra University.

1. **Essential Qualification:** Any P.G preferably with Ph.D in any discipline from UGC recognized University with 55% marks in the aggregate in P.G. Good IT knowledge is essential.
2. **Experience:** A minimum of ten years of experience in the conduct of Job Fair and Campus Placement Activity Programs. Preference will be given to personnel from defence services with age not above 62 years.
3. **Communication Abilities :** A good language skill in English, Telugu & Hindi.
4. **Consolidated pay:** Consolidated pay of Rs. 1,25,000/- per month (all inclusive).
5. **Duration:** One year Contract (Renewable on satisfactory performance).
6. **Job Description:**
 - (i) to correspond with the prospective companies for interview date and schedule of events;
 - (ii) to arrange for interview facilities at the campus and written test halls;
 - (iii) to receive the personnel of the required areas and provide necessary inputs about the college;
 - (iv) to collect the appointment letters or correspond to get them as soon as the interview is over;
 - (v) to distribute appointment letters and collect acceptance letters from the students and dispatch to employees;
 - (vi) to organize Personal Development Programs to make students job-ready;
 - (vii) to organize Soft Skill Improvement Programs; and
 - (viii) other responsibilities as entrusted by the University authorities in respect of placements of the students of Andhra University.

Note:

1. All the terms and conditions are as per rules of Andhra University.
2. No TA/DA will be paid for attending interview.
3. The post is to be filled up on purely temporary basis.

REGISTRAR

ANNEXURE

FORMAT OF APPLICATION

(Please submit at the time attending walk-in-interview on 27-05-2022)

1. Post applied for Placement Officer on Contract:
2. Name in full (in BLOCK LETTERS):
3. Father's/Guardian's/Husband's Name:
4. Date of Birth:
5. Educational Qualifications (In chronological order from latest):
6. Work Experience in (Details chronological order from latest):
7. Total experience in years after Essential Qualification:
8. (i) Address for Correspondence:

(ii) Contact Number:

(iii) Email ID:

(iv) Permanent Address:

(v) Contact Number:

(iv) Email ID:
9. Any other information you may wish to add
10. Details of Enclosures:

DECLARATION:-

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place:

Date:

Signature of the candidate