



**Walk-in-Interview for Engagement of Consultant (Training & Placement)
 on Short-term Contractual basis at MANUU Campus, Gachibowli, Hyderabad**

The University proposes to engage the services of a suitable person as **Consultant (Training & Placement)** on short-term contractual basis. The desirous eligible candidates may directly appear in the Walk-in-Interview.

Date & Time of the Walk-in-Interview: **Tues, the 30th October 2018 at 10.00 AM**

Venue : **University Guest House, MANUU,
 Gachibowli Campus, Hyderabad**

The minimum eligibility conditions, experience, salary structure etc are as under:-

1	Name of the Position	Consultant (Training & Placement)
2	Essential Qualification	M.B.A. and/or Engineering Degree from a recognised University/Institute
3	Experience	8-10 years relevant experience in a reputed academic Institution or Industry in placement. Preference will be given to candidates having a good rapport with the Industry for student placement at Hyderabad and other places. Candidates should possess good communication skills (oral & written) and Interpersonal skills. Ability to create and build reciprocal relations with industries, PSUs, MNCs and other organizations to facilitate Industry / Institute interaction. Should be able to work in a computerized environment.
3	Age	Preferably below 60 years
4	Place of posting	MANUU, Gachibowli Campus, Hyderabad. As per requirement he may be deputed to other MANUU campuses regarding placement work.
5	Period of Engagement	On short-term contract basis, initially for a period of six months, further extendable on the basis of performance evaluation and requirement
6	Consultancy Fee	Rs. 50,000/- to 70,000/- per month, depending upon qualification and relevant industry experience
7	Documents required for Walk-in-Interview	Original and self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph

Job Profiles and Responsibilities

- To look after day-to day activities of placement cell in the University.
- To have liaison with industries, PSUs, MNCs and other organizations.
- To arrange for skill development training such as soft skills, communication, interview skill, inter personal skill etc.,
- To arrange for expert lectures by industry professional.
- To collect feedback from industries coming for placement.
- To arrange workshop for entrepreneurship development.
- To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.
- Any other duties assigned by the competent authority

General:

1. The registration of candidates will start at 9.00 AM (sharp) and will end at 10.00 AM.
2. No late arrival will be entertained.
3. The above position is purely on short-term contractual basis, initially for a period of six months.
4. Candidate with knowledge of Urdu will be preferred.
5. The University reserves its right not to fill up the advertised posts or cancel the interview if the circumstances warrants.
6. No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview.
7. Candidates should satisfy themselves about the skill requirements before attending the Walk-in-Interview.
8. Canvassing in any form shall render the candidate ineligible automatically.
9. Candidates should provide one passport size photo, one set of self attested photocopy of all certificates of qualification, proof of age, experience, caste (reserved category) etc. along with his/her application.
10. Candidates should provide two References with contact number and email ID for verification of professional experience.

18.10.2018

REGISTRAR

مولاانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University)
(Accredited 'A' Grade by NAAC)



REGISTRATION FORM

Post applied for : _____

Reg No. _____ (for Office use)

1. Name of the Applicant
(Capital letters) :
2. Father's Name :
3. Date of Birth / Age :
4. Category (SC/ST/OBC(NCL)/XSM/PwD)
:
5. Educational Qualifications :
6. Technical Qualifications :
7. Experience (attach proof) :
8. Present Salary (attach proof) :
9. Knowledge of Urdu : Yes/NO
(If yes, please specify the level (X/XII/Grad.)
10. Address for Communication :
11. Name and address with phone numbers of two
responsible persons not related to you to whom a
reference can be made about you :
12. Permanent Address :

Signature of the Candidate