

## DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

DSEU Dwarka Campus, Sector-9, Dwarka, New Delhi-110077

### RECRUITMENT FOR THE POST PLACEMENT AND PARTNERSHIP MANAGER

Govt. of Delhi had enacted Delhi Skill and Entrepreneurship University Act 2020, Department of Law, Justice and Legislative Affairs vide its notification No. F.14(65)LA-2020/CONS2LAW/82-91 dated 26<sup>th</sup> May, 2020 has published this Act for general information (Delhi Act of 04 of 2020) conveying the assent of Hon'ble Lt. Governor of Delhi dated 26<sup>th</sup> February, 2020. An Act to provide quality education in applied sciences and skill education in various disciplines of education and to take advantage of demographic dividend; design and impart skills-oriented programmes to address the challenges of developing, trained and employable human resources for national growth.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for experienced and dynamic Professionals to support placement and partnerships team at DSEU.

### PLACEMENT AND PARTNERSHIP MANAGER

1	Name of Position	Placement & Partnerships Manager
2	Number of Positions	6 (Six )
3	Method or Recruitment	Contract based through open market
4	Age limit	Candidate should be below 55 years of age as on the date of advertisement
5	Period of contract	One Year (may be extended further based on discretion of the University)
6	Remuneration (per month)	Rs. 75,000/-
7	Education qualification	<u>Essential</u> First class MBA/any other Master's degree or a 4 year engineering degree from a reputed institution
8	Experience	Minimum 3 - 4 years of relevant experience. Preference will be given to candidates proficient in liaisons with various industries for placements.
9	Job Description/ Requirements	<ul style="list-style-type: none"><li>● To look after the training and placement activities of students</li><li>● To have close liaison with industry for the placement of students.</li><li>● To work in consultation with coordinator Industry –Institute interaction for organizing lectures from the professionals and industry.</li></ul>

		<ul style="list-style-type: none"><li>● To collect feedback from the companies coming for placement</li><li>● Arrange training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.</li><li>● To organize the entrepreneurship workshops.</li><li>● PPM is responsible for ensuring 100% placement, apprenticeship, and internship of all the students enrolled in the program. PPM shall also be responsible for arranging other industry engagement activities for their respective program(s).</li><li>● PPM shall ensure sufficient and uniform industry interaction activities such as live projects, field visits, workshops, and guest lectures for all the students enrolled in their respective programs.</li><li>● PPM should conduct an annual survey of job requirements in the Industries, research and service organizations. He/She should arrange for campus interviews/ job mela etc., trainings and also arrange to get industries sponsored projects for both staff and final year students.</li><li>● PPM will prepare the annual industry activity calendar, in consultation with Director and Campus Chairmen, for their respective programs including slotting of companies for internship and placement drives and scheduling of other events such as such seminars, workshops, industrial visits etc.</li><li>● PPM will actively work with Corporate Relations Office to pursue industry contacts and get them on boarded as industry partners.</li><li>● PPM will be responsible for creating a data bank of all alumni who are placed in reputed industries/research/service organizations.</li><li>● PPM shall keep track of all industry scholarships and grants flowing in through industry partnerships and connect relevant firms to the central scholarship team. All scholarship and grants shall be utilized in accordance with the universities scholarship policy.</li></ul>
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