

## **WEBSITE ADVERTISEMENT**

**Project on: as "Skill Development Training Programme for the Unemployed Youth of the locality in Metiabruz"**

[Sponsoring Authority: GRSE Ltd]

**Ref.: Advertisement no. SCT 1203, Published in "The Employment News" dated: 02-08 July, 2016**

School of Community Science and Technology  
Indian Institute of Engineering Science and Technology, Shibpur  
Howrah-711 103

Project Code: DRC/GRSE-OTH/SOCSAT/SKM/002/14-15

### **Advertisement for the Posts of Junior Placement Assistant**

Applications are invited for the posts of Junior Placement Assistant for the project for imparting vocational skills development training in different training modules run by the "School of Community Science and Technology (SOCSAT), IEST Shibpur" funded by "Garden Reach Shipbuilders and Engineers (GRSE)". The last date is 15 days from the date of publication.

Post: **Junior Placement Assistant (1)**

#### **Educational Qualification / Experience:**

##### Essential

- **Bachelor Degree** in Sociology/ Social Science/ Economics/ Business Administration/ Commerce (with Economics & Statistics as one of major subject).
- At least 2 – 3 years experience in handling Training & Placement, Field Coordination, B2B Services, Brand Marketing, Project Management, Market Survey with Research & Development job, Strategic Business Policy Implementation, Data base management and Compilation job, Business Development, Back Office Support in company/Institution.

##### Additional

- Excellent IT Skills i.e. Word, Excel, PowerPoint, Outlook, DBMS, Social Network etc.

- Communicate articulately, clearly and concisely both - verbal and written in English and Local Languages.
- Vast Awareness of industrial clusters in terms of sectors, locations, Social Development and Public policies, Technical Education Systems, Coordination & Liaison job, Brand Marketing, B2B Services, Sustainable Management, Market Survey and Research based Project management, Information and Networking Management.
- Ability to develop sound, credible reciprocal relations with industries and other Stakeholders.
- Able to take initiative and own up multi-responsibilities
- Ability to liaison and communicate various sectors, companies, govt. and non-govt. departments, external stake-holders etc.

Salary: Rs. 15,000/- (consolidated) per month.

**Duration: One year initially, may be extended subject to satisfactory performance.**

### **Job Description of a Junior Placement Assistant**

He / She will assist the Senior Placement Assistant in respect to all activities, accomplishments and deliverables of the Senior Placement Assistant as given below:

### **Job Description of Senior Placement Assistant:**

In order to ensure optimum placement assistance to the trainees and to assess existing requirement of skilled manpower in various trades following activities need to be undertaken:

- Visiting industries and exploring the **placement** opportunity for the trainee students in and around Greater Kolkata including Haldia, Durgapur, Kalyani and Falta as well as other Special Economic Zone (SEZ).
- Evaluate Market potentials and promote implementation of strategic policies.
- Assess the skill gap that exists in various sectors including medium and small scale Industries in the identified zones in different trades and recommend training modules and propose modifications, if any in the existing/conventional vocational training modules including advance

courses if any which will form the basis for designing required and future training modules and recommend new business/training modules.

- Administer and provide assistance to all annual enrolment processes, campaigning, mobilizing trainees, counseling & admission process and prepare reports.
- Collect feedback from the companies coming for placement or campus interview for future strategy and upgrading methodology.
- Assess the skill gap that exists in various sectors including medium and small scale Industries in the identified zones in different trades.
- Create database on the field study / market survey on the skill / trade requirements as may be available currently as also within the next couple of years.
- Arrange entrepreneurship camps to motivate the students for self-employment. Provide information on different Govt. schemes for entrepreneurship development and availability of bank loans for the interested enterprising students.
- Provide end-to-end support to instructor during Industrial Visit or on job training from time to time.
- Placement data compilation and maintaining records like offer / Appointment Letter etc as per institute's guidelines
- Submit report on quarterly basis on details of placement assistance provided. Such report may be submitted on completion of training to the 1<sup>st</sup> batch and thereafter within 3 months indicating the detailed placement assistance extended to the passed out candidates, their progress on placement and plan of action for future placement / self employment if any etc.
- An annual report need to be made highlighting need / requirement of skill / trade in the identified zone (Greater Kolkata, Durgapur, Haldia, Falta), candidates trained in various trades, placement made as well as list of candidates awaiting placement assistance and any other information deemed necessary.

- Report need to be generated in respect of each trainee with details of their family background income level at the time of training, where placed / self employment details, income earned and socio-economic changes thereto and creation / updating of detailed database accordingly. Reflection of such report to come in the Annual Report.

**Additionally, he/she will be required to undertake all related activities as assigned by the Head of the School (SOCSAT)**

**Send your application super-scribing the "POST APPLIED FOR" on the envelope with all testimonials, credentials and two (02) passport size photo to SUJAY KUMAR MUKHERJEA, HEAD OF DEPARTMENT, SCHOOL OF COMMUNITY SCIENCE AND TECHNOLOGY, INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR, P.O.-BOTANIC GARDEN , HOWRAH – 711103 WITH IN 15 DAYS FROM THE DATE OF PUBLICATION. (For any queries / assistance may call 9038481078 from 10.00 am to 05.00 p.m)**

**Dean (R & D)**

**(W. Code DRC-008/16-17)**