



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS
MOGA ROAD, FEROZEPUR
(An Autonomous Institute of Punjab Govt.)

Recruitment for the post of
TRAINING & PLACEMENT OFFICER(Gen-01)

A premier autonomous Institute of Punjab Government having approval from NAAC and running engineering courses accredited by NBA, New Delhi is looking for a dynamic, highly enthusiastic and go-ahead person having zeal to work restlessly for the assignment of Training & Placement Officer (AGP 10,000/-) or Associate Training & Placement Officer (AGP 9,000/-) in the Pay band Rs. 37,400 - 67,000 along with admissible allowances on 3 years contract basis. After successful completion of tenure, the post may be considered for regularization based upon performance i.e. no. of students placed and placement drives conducted.

Applications on prescribed proforma along with self-attested copies of testimonials must reach the office of Director on or before 28-03-2016 by 4.00 PM.

Application Performa, Qualifications, Experience required for the above post and other details can be downloaded from Institute website www.sbsstc.ac.in.

Sd/-
Director

Qualifications, experience, pay band for the above said post and other term & conditions are as follows:-

**1. Training & Placement Officer (Professor Cadre)
Pay Band: 37400-67000 + AGP 10,000/-**

Training and placement officers will be of the cadre of a Professor and will be recruited with designation as Professor (TPO). Essential Qualifications and experience required for the post shall be in line with Professor (Engineering and Technology) laid down in AICTE Regulations 2010 (Degree) with qualifications as mentioned below.

BE/B Tech and ME/M Tech in relevant subject with First Class or equivalent either in BE/B Tech or ME/M Tech and PhD or equivalent in appropriate discipline. Minimum of 10 years experience in teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. Or Minimum of 13 years experience in teaching and/or Research and/or Industry.

Due weight age will be given to a person from the reputed Industrial background with good managerial and communicational skill. Degree in management shall be a desirable qualification.

In case the candidate with above mentioned qualifications and experience is not found suitable, candidate with following qualifications and experience will be considered as Associate Training and Placement Officer (Associate Professor Grade):

Pay Band: 37400-67000 + AGP 9000/-

B.E./B.Tech and MBA from reputed Institute with 10 years experience in industry/relevant field.

Cont'd.....

Duties and responsibilities of Training and Placement officer:

- (i) The post shall be treated as a non- vocational post. The officer shall have a teaching work load of 4 hrs/week.
- (ii) TPO should maintain a good liaison with industry in and around the place of the campus.
- (iii) He should conduct an annual survey of job requirements in the Industries, research and service organizations.
- (iv) He should arrange for campus interviews/ job mela etc., in plant training and also arrange to get industries sponsored projects for both staff and final year students.
- (v) He should create data bank of experts in respective field from industries/research/service sectors and invite them to the Institute to deliver lectures for the benefit of students and staff members.
- (vi) He should also arrange training/field visits to students and staff members in industries/research/service sectors.
- (vii) He should also assist the students in getting apprentice training and suitable placement in industries/research/service organizations. He shall also be responsible for preparing the students in facing group discussions, personal interviews and personality development etc.
- (viii) Training and placement officer should create a data bank of all alumni who are placed in reputed industries/research/service organizations.
- (ix) Any other related duty assigned by the Head of the institute from time to time.

Terms and conditions:

- i. The post will be filled in the respective pay band plus allowances and other benefits as admissible under Institute Bye-Laws/AICTE/Punjab Govt. rules, as applicable from time to time for contractual employees.
- ii. Age limits and relaxation in age for the post shall be as per Punjab Govt. rules.
- iii. The Institute reserves the rights to fill or not to fill the above post.
- iv. Applications on the prescribed performa must reach to the office of Director by **28-03-2016 (4.00 PM)** by all means. The Institute will not be responsible for non-receipt/late receipt of applications due to any postal delay.
- v. Passing in Punjabi subject of matriculation level is essential for the above post.

- vi. Incomplete applications will be rejected without entering into any correspondence.
- vii. Persons having requisite qualifications, experience and other eligibility criteria **on or before 28-03-2016** will be considered.
- viii. Candidates must write post applied, name of the department & category on top of the envelope.
- ix. Persons in service must send their application through proper channel. However, they can send an advance copy along with requisite fee & attested copies of certificates and can produce NOC at the time of Interview.
- x. No TA/DA will be paid for attending the interview.
- xi. A demand draft of Rs 500/- (Rs. 250/- for SC/ST) in favour of Director, SBSSTC, Ferozpur must be attached along with the application performa.

Director



Shaheed Bhagat Singh State Technical Campus

(An Autonomous Institute of Punjab Govt.)

Moga Road, Ferozepur-152004

Phone: 82880-12050, Tele-Fax: 01632-242138

Application Form for Training & Placement Officer

1. Post applied for: _____
 a) Professor (Training and Placement)
 b) Associate Professor (Training and Placement)
2. Name in full (Block Letters): _____
3. Father's Name (Block Letters): _____
4. Present Postal Address (Block Letters): _____

5. Permanent Home Address (Block Letters) _____

6. Contact No.: Ph.....Mobile.....email.....
7. (a) Nationality:
 (b) Whether belongs to SC/ST, BC/Ex-Serviceman etc. (attach proof):
 (c) Male/Female:
 (d) Marital Status:
8. (a) Date of Birth:
 (b) Age as on the lat date of submission of application:Yrs.....months.....days
9. Educational Qualification (from Matriculation onwards)

Affix a recent
Photograph

Exam Passed	University/Board	Year of passing	Marks obtained/Total Marks	Percentage	Division/class	Major Subjects

10. Field of specialization:
11. Whether qualified the test of Punjabi upto Matric level (attach proof).....
12. Research of Publication (List to be attached)

Publications	Published/ Accepted for Publication
1. Books	
2. Papers in International Journals	
3. Papers in Indian Journals	
4. Paper in Conference/symposia and Seminars etc.	

13. (a) List of Previous Employment (beginning with the most recent)

Name of Employer	Post held	Pay Scale	Period From To	Brief description of duties	Reason of leaving

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14. Total Experiences as (Attach separate sheet, if so required)
- (a) Training and Placement -----
- (b) Teaching
- (c) Industrial -----
- (d) Other Experience (research, administrative etc).
- (e) TOTAL EXPERIENCE-----**
15. (a) Present Basic Pay Rs(b) Pay Band Rs.....
- (c) Basic Pay acceptable Rs..... (d) Period required for joining
16. (a) Have you ever been prosecuted/sentenced by the Court of Law (if so, give details)
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- (b) Have you ever been dismissed from service (if so, give details)
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17. Details of fee RsD D No.Bank.....Date
- 18 Any other relevant information
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19. References

i) Name and designation:

Address

ii) Name and designation:

Address

20. List of certificates and testimonials (attested copies to be attached)

- i) ii) iii)
- iv) v) vi)

I hereby certify that the aforesaid information is correct and complete to the best of my knowledge and belief.

Place..... Date.....

(Signature of applicant)

Certificate from Present Employer:

It is certified that Sh./Smt..... S/D/o.....working as

..... Department of..... in this organization since..... The organization has no objection in case, if he/she is selected for the post ofHe/ She will be relieved as per rules.

Head of Institution/

Date & Seal

For Office use only

Check List:

1. Does the candidate fulfill essential qualifications? Yes/No
2. Does the candidate have the required minimum experience? Yes/No
3. Eligible/Not eligible

Signature of Committee Members