



Dr. B.R.Ambedkar University Srikakulam

Etcherla – 532 410. Srikakulam Dt. A.P.

(NAAC Accredited with 'B' Grade and ISO 9001: 2017 Certified)

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REGISTRAR

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Employment Notification- NTS.I /2023

Date: 04.02.2023

ADVERTISEMENT FOR WALK-IN-INTERVIEW FOR THE FOLLOWING POST

- 1. PLACEMENT OFFICER**
- 2. COORDINATOR – “BCDE”**

Walk-in-Interview on 21.02.2023 from 10:00 AM

Dr. B.R. Ambedkar University Srikakulam invites applications from the interested candidates who fulfils the eligibility criteria as detailed below for the posts of 1. PLACEMENT OFFICER 2. COORDINATOR – “BCDE” (Board of Community Development through Education) purely on Contractual and Tenure basis Appointment. The eligible candidates 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, Dr. B.R.Ambedkar University Srikakulam.

Eligibilities for **PLACEMENT OFFICER**:

1. Essential Qualifications: Any P.G preferably with Ph.D in any discipline from a university recognized by UGC 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 Placements Activity Programs with age not above 62 years.
3. Communication Abilities: A good language skill in English, Telugu & Hindi.
4. Consolidated pay: Consolidated pay of Rs. 75,000/- 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 employee
 - (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 Dr. B.R. Ambedkar University, Srikakulam and its Affiliated Colleges.

Eligibilities for **COORDINATOR – “BCDE”**:

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. Desirable Experience: A minimum of five years of experience in the conduct of Rural Community Engagement Programs with age not above 62 years.
3. Communication Abilities: A good language skill in English, Telugu & Hindi.
4. Consolidated pay: Consolidated pay of Rs. 75,000/- per month (all inclusive).
5. Duration: One year Contract (Renewable, based on satisfactory performance).
- 6. Job Description:**
 - (i) To get feedback from the various stakeholders of the Community on wide variety of issues in the university
 - (ii) To interact with representatives of the various bodies or associations working for the welfare of the people belongs to different spectrum of society, to get feedback on Govt schemes, suggestions for improving the Governance in the university.
 - (iii) To create awareness in the students of Dr. B.R.Ambedkar University Srikakulam and those of its colleges affiliated colleges on different developmental aspects of the Community.
 - (iv) To encourage all the stakeholders viz., University / College Teachers, Students, representatives of NGOs, Government functionaries, Industries, Research Wings, Service Organizations to contribute with their action plans, concept papers, documentaries, handouts, flowcharts, suggestion notes towards the transformation of community to attain better position with respect to sustainable development
 - (v) Other responsibilities as entrusted by the University authorities in respect of community development aspects.

Note:

1. The University reserves the right to fill or not to fill up any or all the posts without assigning any reasons whatsoever.
2. All the terms and conditions are as per rules of Dr. B.R. Ambedkar University Srikakulam.
3. No TA/DA will be paid for attending interview.
4. The posts are to be filled up on purely contractual and tenure basis.

REGISTRAR

ANNEXURE

FORMAT OF APPLICATION

(Please submit at the time of attending Walk-in-interview on 21.02.2023)

1. Post applied for :
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