

## **Qualification for the post of Director (Placement)**

**Director (Placement) Pay Band of Rs. 37400-67000 with Grade Pay of Rs.10000.**

### **Job Profile:-**

1. To co-ordinate between the industry/company & the University for internship and placement of the students.
2. Overseeing day to day placement, carrier advertisement and recruitment activities, providing training in writing resumes, completing applications & facing interviews.
3. To project the image of the University through professional client relationship.
4. Company visit & arrangement of corporate talks for the students.

### **Essential Qualifications:-**

1. Master's Degree in Engineering/Management/Science with 1<sup>st</sup> Division from a University recognized by UGC or an equivalent degree of a foreign University.
2. Minimum 10 years of relevant work experience in a reputed Government/Autonomous/Private Organization of National/ International repute and presently in the Pay Band of Rs. 37400-67000 with minimum Grade Pay of Rs. 8700 or equivalent.

### **Desirable:**

1. Should be proficient in man-management with excellent interpersonal skills and an effective leader with high degree of personal drive & entrepreneurial spirit.
2. Should be excellent in oral and written communication in English.

The prescribed application form may be obtained from the Deputy Registrar (Estt.) on all working days or downloaded from the University website ([www.gjust.ac.in](http://www.gjust.ac.in)). The candidates may obtain application form by depositing Rs. {Rs. 500( Rs. 125/- for SC/BC/EBPGC/ESM/PWD) and Rs. 550/-(Rs. 175/- for SC/BC/ EBPGC/ ESM/ PWD)(50% concession in fee for women candidates) by post through demand draft in favor of the Registrar, GJUS&T, Hisar payable at Hisar. The request for sending application form under registered posts will be entertained upto **17<sup>th</sup> June 2016**. The candidates downloading the application form are required to remit the above cost with the application form. The candidates must be eligible on the last date for submission of application form. Those who are in service should send their applications through proper channel. Benefit of reservation and concession in application fee is applicable to the candidates of Haryana only. The candidates who have already applied earlier for the post of Director (Placement) 01/2013 may apply fresh and they need not to deposit fees with their application forms. Failure to apply fresh will not constitute any valid ground for consideration for interview. Any claim for refund of fee will not be entertained.

**REGISTRAR**