



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा  
NATIONAL INSTITUTE OF TECHNOLOGY GOA  
कुनकोलिम, जिला दक्षिण गोवा, गोवा, पिन-403703  
Cuncolim, South Goa District, Goa, Pin-403703

Advt. No: NITGOA/RECT/CONT/2024/OW/06

Date: 08/05/2024

**Advertisement for Administrative officer (Traning and Placement) on Temporary Basis**

**Period of Contract:** Appointment is for a period of Six months (Purely on Temporary basis).

Sr. No.	No. of Posts	Discipline	Age Limit	Required Essential Qualifications & Specialization
1	1	Administrative officer (Traning and Placment)	40	<ul style="list-style-type: none"><li>Master's degree in any discipline or equivalent degree (<b>Preferably MBA</b>) with at least 60% marks or its equivalent grade in CGPA/UGC point scale with good academic record from a recognized university/institute</li><li><b>Desirable Experience</b> Work Experience of Minimum 2 Years in any recognised organization preferably in Traning &amp; Placement/ Student Placement Activity.</li></ul>

**Consolidated Pay:** Selected candidate shall be eligible for a consolidated pay upto Rs. 50,000/- per month.

**Scope of Work**

1. Responsible for all the activities relating to the students placement.
2. Coordination with the industries for providing the vocational training courses to students.
3. Arranging guest lectures, workshops, seminars, industrial visits & educational tours for students.
4. Coordination with the different industries for on-campus and off-campus interviews of students for providing suitable jobs in their organizations.
5. Responsible for interaction with different industries for the functioning of EDPs.
6. Provides resources and activities to facilitate the career planning process.
7. Acts as a link between students, alumni and the employment community
8. Up gradation of the students' skill sets and commensurate with the expectations of the industry.
9. Generation of awareness in the students regarding future career options available to them.
10. Any other work assing by Chairperson (Traning & Placement) Time to Time.

**How to Apply:**

1. Interested candidates need to duly fill the required data in the attached application form format.
2. Duly filled application form along with the scanned copy of original documents and relevant experience (if any), etc have to be compiled into a single \*.pdf file.
3. **For submission of application**, use the below Google Form Link and attach the \*.pdf file in the provided space.  
**Administrative officer (Training and Placment)** ([Google Form Link](#))
4. **Last date for application submission (via Google form): 24/05/2024**
5. Incomplete application forms shall not be considered for shortlisting and the criteria of shortlisting shall be as per the Institute requirements and norms.
6. Mere fulfilment of essential qualifications and specialization requirements does not entitle any candidate for a call to the interview. Short-listing criteria may be set higher than the advertised (if required).
7. The number of posts advertised is merely an indication of the existing vacancies. The Institute reserves all rights to fill/not fill or increase/decrease any number of post(s).
8. The interview shall be conducted in **Offline mode**. Timings shall be shared after the scrutiny of applications by email only.

9. The decision of the Institute related to all matters pertaining to the selection shall be final and binding on the applicants. No candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the Selection (Interview) Committee.
10. Selected candidate must be ready to join immediately.
11. Any other rule, as applicable will be followed, although not mentioned above.

**For any information, email to:**

**[recruitment@nitgoa.ac.in](mailto:recruitment@nitgoa.ac.in)**

**Recruitment Cell,  
NIT Goa, Cuncolim  
South Goa District  
Goa- 403703**

**NOTE:** Intimation about the Shortlisted Candidates for Interview and the selected candidates will be informed via email only and they are expected to join immediately. Applicants are advised to mention their **correct and active email ID** in the application, as all correspondences will be **through email only**. Hence, regular checking of the email by the applicant is expected.

**-sd-  
Registrar**



6. Achievements (Please attach documents supporting the achievements)

a. State Level:

Sl. No	Achievements

b. National Level:

Sl. No	Achievements

7. Extracurricular Activities (including NCC)

Sl. No	Description

8. Present employment:

Designation	Organization
Date of joining (dd/mm/yyyy)	Scale of Pay in Rs
Pay in Rs	

9. Experience:

Sl. No.	Name of the Organization Where employed	Designation	Date of Joining	Date of Leaving	Pay	Job Profile (If required attached seprate sheet)

10. Information of three Referees:

(Names and contact details of referees who would be willing to write in support of your application):

	Referee 1	Referee 2	Referee 3
Name			
Designation			
Organization/ Institute			
Address Line1			
Address Line2			
Address Line3			
Telephone			
E-mail ID			

11. Any other information relevant to the post applied for

Sl. No	Description

12. Documents Attached:

Sl. No	Description

13. I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that the entries in this form as well as in attached sheets are true to the best of my knowledge and belief.

Date:

Place:

\_\_\_\_\_  
(Signature of Applicant)