

Advertisement for Recruitment of Placement Cum Communication Officer on a Contract basis

International Institute for Population Sciences (IIPS) is one of the leading Institutions in research and postgraduate teaching in the field of population studies and allied areas. The Institute is a 'Deemed to be University under the administrative control of the Ministry of Health and Family Welfare, Government of India.

1. Job Description:

IIPS-Mumbai is looking for qualified candidates to be appointed as a **Placement Cum Communication Officer**. The placement Cum Communication Officer is responsible for handling all facets of campus placements, including Internships for PG/Ph.D. students of IIPS. This involves establishing contact with companies, arranging for tests and group discussions, holding pre-placement talks, conducting final interviews, and any other kind of recruitment-related activity. The role also involves providing guidance to students seeking higher education.

Responsibilities:

- Responsible for providing overall guidance to students for their careers in national and international organizations.
- Communicate with students in an emphatic manner to understand the student's aspirations and lead the student to reach their career goals.
- Collate information from leading companies about skills required for various job profiles.
- Support mapping of knowledge and skills required with curriculum and work with individual faculty and institutional leadership to ensure relevant courses cover the knowledge and skills.
- Profile students based on standard tests and provide guidance & training for improvement with internal faculty and consultants.
- Systematically augment companies for campus recruitment to increase the number of offers to the students.
- Introduce and energize top companies in the country to open up quality career opportunities.
- To effectively communicate with university recruiters and make them understand the institute's priorities, students' strengths, and unique capabilities of the institute.
- During placements season, work with various people involved in the placement cell to ensure most students get appropriate jobs.
- Ability to work with other departments in a cordial manner for smooth execution of placements.
- Study Placement Centers at bench-marked Universities and come up with initiatives and programs.
- For students seeking higher education, provide guidance in the application process and coordinate with internal faculty and leading overseas Universities.
- To leverage social media platforms for sharing institute achievements, collecting relevant job opportunities, to network with employers of various designations of many companies.
- To use and master the software tools available for placements data collection, storage, and analysis.
- Organize suitable training for the selection process.

2. Eligibility Criteria:

- Master's Degree (full-time) from a reputed university.
- Minimum 5-6 years of industry/ Government experience preferably with 2 years in a leadership role/ training/ placement/ marketing/ recruitment activities.
- Excellent Communication Skills, PR, liaison, and relationship building.
- Ability to develop sound, credible and reciprocal relations with national and international organizations.

Age: Not more than 65

Type of role: Contract basis

Location: Mumbai

Salary: 70000 /- month- consolidated. For retired public sector employees, the salary would be as per the GOI norm.

Start Date: Immediate

Term of Appointment: The initial period of engagement will be for six months and is extendable based on satisfactory performance.

How to Apply:

Application duly filled specifying education qualifications, job experience, and skills along with supporting documents and passport size photograph in scanned version should be submitted via email to recruitment@iipsindia.ac.in with the subject "Application for Placement cum Communication Officer" "Name of the Candidate" on or before **15/11/2022**. However, a hard copy of the application along with documents should reach the undersigned before **21/11/2022**.

Assistant Registrar (Admin)
International Institute for Population Sciences
Deonar, Govandi Station Road
Mumbai, Maharashtra-400088

Call letters will be sent through e-mail to the candidates shortlisted for the interview. Candidates called for an interview will be required to attend at their own expense.

Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold a written test/skill test/interview as the case may be to select candidates for this position.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. The decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/ or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).

5. The Institute reserves the right not to fill any/ some posts herein advertised, or cancel the advertisement in whole or in part without assigning any reason, and its decision in this regard shall be final.
 6. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
 7. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
 8. In case of any inadvertent mistake in the process of selection that may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify /withdraw/ cancel any communication made to the candidate.
 9. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
- Note: Any corrigendum or amendment regarding this advertisement will be published on the institute's website- www.iipsindia.ac.in

Assistant Registrar (Admn.)
International Institute for Population Sciences