

UNIVERSITY OF KALYANI



Kalyani, Nadia – 741235  
**EMPLOYMENT NOTIFICATION**

**Employment Notification: Rect./TPO /25**

**Dated 18.03.2025**

Kalyani University invites online applications from Indian citizens through the portal [www.kums.klyuniv.ac.in](http://www.kums.klyuniv.ac.in) and details in the website [www.klyuniv.ac.in](http://www.klyuniv.ac.in) for the appointment of following post of the University.

Name of the Post	Number of post	Salary per month
<b>The Training and Placement Officer</b> <i>(on purely temporary &amp; contractual basis)</i>	<b>01</b>	<b>75,000/-</b>

**a. Essential Qualification**

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. Minimum of 7 years' experience in the supervisory capacity in an organization engaged in production or in teaching in a recognized Institute of Post Graduate Learning.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

**b. Desirable**

- i. Experience in Major Industrial capacity in India particularly in West Bengal  
OR  
Experience in marketing or sales activities of a public sector organization

A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/Differently-abled (physically as well as visually) categories.

**Application fees: Rs.1000/-for General (non-refundable). Rs.500/-for SC/ST/OBC-B/OBC-A/PWD Candidates (non-refundable)**

**Preference will be given to candidates proficient in liaisons with various industries for placement.**

**Mode of Appointment: Through Selection process and the appointment shall be purely on contractual basis initially for a period of one year which may be extended further depending upon his / her performance**

**Required qualities** :

- (i) He / She should possess excellent communication skills (oral & written) and Interpersonal skills.
- (ii) Ability to facilitate Industry / Institute interaction
- (iii) Positive attitude, proactive and optimistic nature.

**Job Profiles and Responsibilities: -**

- (i) To look after day-to day activities of training and placement.
- (ii) To have liaison with industries, Government and non-Government organization.
- (iii) To arrange for skill development training such as soft skills, communication, interview skill, inter personal skill etc.
- (iv) To arrange for expert lectures by industry professional.
- (v) To arrange workshop for entrepreneurship development.
- (vi) To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organization.
- (vii) Any other duties assigned by the University authority.

**Last date of submission of online application is 10<sup>th</sup> April 2025.**

*Sd/-*  
**Registrar**