

# ANDHRA UNIVERSITY

VISAKHAPATNAM - 530 003

(NAAC Accredited with 'A' Grade and ISO 9001 : 2015 Certified)



THE REGISTRAR

Phone: 0891 -284 4555

0891 - 284 4000

e-mail: registrar@andhrauniversity.edu.in

Employment Notification-S.II(Supdt.)/2023/01

Date:09-02-2023

## ADVERTISEMENT FOR WALK-IN-INTERVIEW FOR THE POST OF PLACEMENT OFFICER

**Walk-in-Interview scheduled on 22-02-2023 from 10:30 AM to 01:30 PM**

Andhra University invites candidates for the post of Placement Officer purely on temporary and contractual appointment basis from the Interested Candidates who fulfill the eligibility criteria as prescribed, 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, Central Administrative Office, Andhra University.

- 1. Essential Qualification:** Any P.G. from UGC recognized University 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 Placement Activity Programs. Preference will be given to personnel from defence services with age not above 62 years.
- 3. Consolidated pay:** Consolidated pay of Rs. 75,000/- per month (all inclusive).
- 4. Duration:** One year Contract (Renewable on satisfactory performance).
- 5. 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 employees;
  - (vi) to organize Personality Development Programs to make students job-ready;
  - (vii) to organize Soft Skills Improvement Programs; and
  - (viii) other responsibilities as entrusted by the University authorities in respect of placements of the students of Andhra University.

**Note:**

1. All the terms and conditions are as per rules of Andhra University.
2. No TA/DA will be paid for attending interview.
3. The post is to be filled up on purely temporary basis.

**REGISTRAR**

**ANNEXURE**

**FORMAT OF APPLICATION**

(Please submit at the time of attending walk-in-interview on 22-02-2023)

1. Post applied for Placement Officer on Contract and Temporary
2. Name in full:  
(in BLOCK LETTERS)
3. Father's/Husband's/ Guardian's Name:

4. Date of Birth:

Day		Month		Year			

5. Educational Qualifications (In chronological order from latest):

Sl. No.	Educational qualifications	Name of the Educational Institution	Class / Percentage	Year of pass

6. Work Experience after Essential Qualification (Details in chronological order from latest):

Sl. No.	Name of the organization	Designation	Period		Remarks
			From	To	

(P.T.O.)

- 7. (i) Address for Correspondence: .....  
.....  
.....
  - (ii) Contact Number: .....
  - (iii) e-mail ID: .....
  - (iv) Permanent Address: .....  
.....  
.....
  - (v) Contact Number: .....
  - (vi) e-mail ID: .....
8. Any other information you may wish to add
9. Details of Enclosures:
- 1.
  - 2.
  - 3.
  - 4.
  - 5.

**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