

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates, possessing educational qualification and experience prescribed below for appointment as **Training & Placement Officer** (purely on contract basis), for World Bank Project at ITI, Dollygunj.

1.	Name of Post	Training & Placement Officer (on purely contract basis)
2.	No. of Post	One (01)
3.	Scale of Pay	On consolidated pay of Rs. 20,000/- per month
4.	Age limit	32 years for male candidate and 37 year for female candidate. For ST / OBC / Tsunami effected candidates age relaxation given as per the notification issued from time to time
5.	Educational and other Qualifications required	Essential Educational & other qualification required for appointment on Short Term Contract basis: a) First Class Bachelor Degree in any branch of Engineering from a recognized university or equivalent with first class Master Degree in Business Administration from a recognized university or equivalent
6.	Experience	The candidate must possess the experience in the following areas: a) Maintaining a data base of the trainees. Maintaining details of each and every trainee graduating from ITI with his / her name, address, educational qualification, technical qualification, telephone number, mobile number etc b) Arranging campus selection. c) Improve Industry-Institute-Interaction. d) Providing counseling and guidance to the trainees by hiring professionals. e) Should keep track of the trainees till they are suitably employed. (for at least three years)

Interested candidates may submit / send their Bio-Data Proforma along with attested copies of testimonials to the Principal, Industrial Training Institute, Dollygunj, Junglighat P.O. Port Blair, Pin 744103. The last date of receiving application is 22.03.2010.

**PRINCIPAL
ITI**