

Description:

The applications for the post of full time **Assistant Manager (PR & Events) on Temporary Basis for 6 months** in the institute are invited for Career Development & Guidance Centre (CDGC) .

The eligibility criteria and other details for the said post are as under for walk-in interview: -

|                                |   |   |
|--------------------------------|---|---|
| <b>Designation</b>             | : | Assistant Manager (PR & Events) on Temporary Basis for 6 months   |
| <b>No. of Post</b>             | : | 01  |
| <b>Appointment</b>             | : | Temporary basis for a period of 6 months  |
| <b>Remuneration</b>            | : | As per DC rates (at Sr. No.15 in Annexure-2).   |
| <b>Essential Qualification</b> | : | Graduation  |
| <b>Essential Experience</b>    | : | An experience of at least 4 years of continuous working in any Engineering / Technical / Management Institute for holding HR and PR activities.<br>Candidate must be in active service mode and should have been actively associated with the above job profiles for Engineering students especially. |
| <b>Job Description</b>         | : | -Handle training & placement activities at CDGC<br>-Liaison with companies for Placement & Internships<br>-Schedule and follow for interviews with company<br>-Extensive knowledge of Data Analysis.<br>-Management and analyzing the records<br>-Research Job Trends                                 |
| <b>Date of Interview</b>       |   | 19.07.2021  |

**Schedule for the Walk-in Interview on 19.07.2021:**

| <b>Sr. No.</b> | <b>Particulars</b>  | <b>Time</b>          | <b>Venue and Date</b>                               |
|----------------|---|----------------------|---|
| <b>1.</b>      | Reporting of candidates with complete documents at CDGC office.                                   | 9:00 AM to 10:00 AM  | Punjab Engineering College,<br>Sector 12 Chandigarh |
| <b>2.</b>      | Scrutiny of the document by the scrutiny committee as per the qualification/ experience criteria. | 10:00 AM to 11:00 AM |   |

|    |  |   |  |
|----|--|---|--|
| 3. | Announcement of interview schedule with the short listed candidates. | 11:00 AM  | Office of Career Development & Guidance Centre (Opposite College Auditorium) |
| 4. | Interview of candidates.   | 12:00 Noon  |  |
| 5. | Final result   | To be informed to the selected candidate after approval of the competent authority. |  |

The prescribed application form filled in all respect should be submitted in person to the office of Head CDGC, Punjab Engineering College, Sector 12 Chandigarh on 19<sup>th</sup> July 2021 by 10AM as per time schedule above.

Late submissions beyond. 10AM will not be entertained under any scenario.

Mere fulfilment of basic qualification requirements does not entitle candidates to be shortlisted for interview.

No correspondence whatsoever will be entertained from applicants regarding reason for not being shortlisted for interview.

For any query contact:

**Head**

**Career Development & Guidance Centre**

**Punjab Engineering College (Deemed to be University),**

**Sector 12, Chandigarh**

**0172-275**

**Email: infocdgc@pec.edu.in**

**Documents:**

1. Order DC Rates
2. Application form to be filled by candidate