

DETAILS FOR THE POST OF ASSISTANT MANAGER (PR & EVENTS)

Application are invited from Indian national candidates possessing the below mentioned qualifications and experience for the post of **Assistant Manager (PR & Events)**. It is important to fill the form carefully with correct and complete information specifically mention his/her role in conducting any event or managing any PR event to enable the committee to take timely decisions.

Post	Assistant Manager (PR & Events)
Min. Academic Qualification	First class M.Sc / MCA from a recognized university with working experience in below mentioned areas in the reputed organization/ Institution (Top tier colleges like IITs/NITs/PEC/any other Engineering institute of repute will be preferred).
Age limit	40 years
Job Profile	• Manage Training & Placement activities for engineering and technical students. • Liaise with companies and industry stakeholders to develop placement opportunities. • Conduct data scraping and database building to maintain an up-to-database. • Demonstrate strong proficiency in computer applications, Applicant Tracking Systems (ATS), and data analysis tools. • Maintain detailed and organized records of student placements and employer engagements. • Conduct market research and monitor job and recruitment trends to align placement strategies accordingly.
Essential Experience	• Candidate must be in active service mode and should have been actively associated with the above job profiles for Engineering students especially. • Essentially, experience of serving in any Engineering/Technical Institute (Top tier colleges like IITs/NITs/PEC/any other Engineering institute of repute will be preferred).
Appointment	On contract basis for one year initially and extendable upon the satisfactory performance for another term.
Salary	As per DC Rates as applicable (at Sr. No. 509 in Annexure-2).
Last Date to Apply	01 st December, 2025

Note:

1. The hard copy of the completed application form, full bio-data, and all supporting documents must be submitted **before 2:00 PM on 01st December, 2025** to the following address: Career Development & Guidance Centre, Punjab Engineering College (Deemed to be University), Sector-12, Chandigarh - 160012 with subject prescribed as **"Application for the post of Assistant Manager (PR & Events)"** on the envelop.
2. The applicant will be responsible for the authenticity of information/documents submitted and must be referred by two organizations.

3. The Institute reserves the right to accept application at any time, and consider candidates of exceptional credentials. Qualification and experience may be relaxed by the Institute at any point of time for otherwise exceptional candidates.
4. Mere, possessing the prescribed qualification does not ensure that the candidates would be called for interview. The shortlisted candidates will be informed and called for interview separately on the basis of merit.
5. Candidates have to present for the interview on the interview date with all relevant original documents.
6. Applicants in job (private, government or any other organization) are required to submit a “No Object Certificate” from the employer at the time of interview.
7. No correspondence whatsoever will be entertained from the applicants if not being called for interview.
8. No TA/DA will be paid for appearing in the interview.
9. The post of Assistant Manager (PR & Events) is purely on contract basis for a period of one year, extendable upon satisfactory performance for another term.
10. The engagement can be terminated at any time with one month notice from either side.

For any clarification, please contact

Career Development & Guidance Centre,
Punjab Engineering College (Deemed to be University), Chandigarh
Sector-12, Chandigarh - 160012
Tel: 0172-2753072

Documents:

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