

UNIVERSITY OF MUMBAI
JAMNALAL BAJAJ INSTITUTE OF MANAGEMENT STUDIES
164, Backbay Reclamation, H T Parekh Road, Churchgate Mumbai 400 020

ADVERTISEMENT FOR THE POST OF
TRAINING AND PLACEMENT OFFICER (TPO) (AD HOC)

Preamble: Jamnalal Bajaj Institute of Management Studies has been offering 2 years full time program MMS, M.Sc. (Finance) and MHRD.

The TPO will perform task such as Career Counselling, Career Guidance, Training & Development and Placement Activity. The TPO will contact companies for summer and executive placements. Summer placements are for 8 weeks after the first year of the course (April-May). The executive placement is the job after the completion of course (After April).

To perform this multifaceted task a responsible person who can be at the helm of these affairs is to be appointed as **Training and Placement Officer**. TPO will have to use it to enhance the transparency and fairness. Qualification: Any Post Graduate (Management, Engineering preferred)

Work Experience: Minimum of three-year experience in the field of placement, talent hunt, talent acquisition at managerial level, with good connect in companies.

Role and responsibility: As in any Management Institute the Studies are required to go for Summer placement and the final placements, the TPO is expected to perform the activities effectively. The Responsibility include – selecting, guiding and coordinating for placement activity along with the student volunteer terms such as Contacting companies, inviting them for guest lecture, interactions with students, engagement with corporates, convincing for hiring and related activities for placement of the students.

Transparency fairness and better opportunities for students are the motto for the placement activity.

Tenure of the post: The tenure of the post is for 3 years, with review after every six months. To terminate the appointment from any side, a notice of one month is required.

Remuneration: Consolidated Rs.50,000/- pm.

Review of the performance: the performance will be measured every six-month basis in the number of companies converted, new profiles obtained, better opportunities for students, percentage of student placed rise in the average salary, median salary etc. to name a few.

Termination: to terminate the engagement from any side, a notice of one month is required. The TPO will have to give undertaking stating the assurance of not utilizing the contacts of companies in JBIMS in future and keep the information confidential - need to be signed.

The TPO will attend the duties from Monday to Saturday during office hours.

Interested candidates should apply with detailed CV (Hard Copy) mentioned two references with contact details on or before 1st June, 2025 to reach the Director, Jamnalal Bajaj Institute of Management Studies, D.N. House, 164, Backbay Reclamation, H T Parekh Road Churchgate 400 020.

Director
JBIMS