



**Walk-in-Interview for engagement of Corporate Consultant (Training & Placement) on Short-term Contractual Basis at MANUU, Gachibowli Campus, Hyderabad.**

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The University intends to engage the services of suitable person as **Corporate Consultant (Training and Placement Cell)** on short-term contract basis. The desirous eligible candidates may directly appear in the Walk-in-Interview.

Date & Time of the Walk-in-Interview: **Saturday, 2<sup>nd</sup> March 2024 at 10.00 A.M.**

Venue: University Guest House, MANUU,  
Gachibowli Campus, Hyderabad.

The minimum eligibility conditions, experience, salary structure etc are as under:-

1	Name of Position	Corporate Consultant (Training & Placement) - 01
2	Essential Qualification	M.B.A. from a recognized University / Institute.
3	Experience	8-10 years relevant experience (HR) in a reputed academic Institution or Industry in placement and internship. Preference will be given to candidates having a good rapport with the Industry for student placement at Hyderabad and other places. Candidates should possess good communication skills (oral & written) and Interpersonal skills. Ability to create and build reciprocal relations with industries, PSUs, MNCs and other organizations to facilitate Industry / Institute interaction. Should be able to work in a computerized environment & conduct relevant activities like Job drives (ON/OFF Campus).
4	Age	Preferably below 50 years
5	Place of posting	MANUU, Gachibowli Campus, Hyderabad. As per requirement he may be deputed to other MANUU campuses regarding placement work.
6	Period of engagement	On short-term contract basis for a period of one year
7	Consultancy fee	₹50,000/- to ₹70,000/- per month, depending upon qualification and relevant industry experience
8	Job description	He shall be responsible for the placements of students studying in various courses of the respective departments (including Sciences, Technology, Management, Media, Humanities & Languages, Education, Arts, Social Sciences / Para Medical Sciences etc. in various PSU's, MNC's, Institutions, Hospitals etc.
9	Documents required for walk-in-interview	Original and self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph.



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
A Central University under Ministry of Education  
Government of India



Establishment & Recruitment-II Section

**General:**

1. The candidates have to register themselves by 10.00 A.M in the University Guest House.
2. No late arrival will be entertained.
3. The above position is purely on short-term contractual basis, initially for a period of Six months.
4. Candidate with knowledge of Urdu will be preferred.
5. The University reserves its right not to fill up the advertised post or cancel the interview if the circumstances warrants.
6. No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview.
7. Candidates should satisfy themselves about the job responsibilities requirements before attending the Walk-in-Interview.
8. Canvassing in any form shall render the candidate ineligible automatically.
9. Candidates should provide one passport size photo, one set of self attested photocopy of all certificates of qualification, proof of age, experience, caste (reserved category) etc. along with his/her application.
10. Candidates should provide two References with contact number and email ID for verification of professional experience.

**Date:** 23.02.2024

Sd/-  
**ASSISTANT REGISTRAR**



## REGISTRATION FORM

Post applied for : \_\_\_\_\_

Reg. No. \_\_\_\_\_ (for office use)

1. Name of the applicant (Capital letters) : .....
2. Father's Name : .....
3. Date of Birth / Age : .....
4. Category (SC/ST/OBC/EWS/PWD/UR/XSM) : .....
5. Educational Qualifications : .....
6. Technical Qualifications : .....
7. Experience (attach proof) : .....
8. Knowledge of Urdu (Yes/No)  
If yes, specify the proof : .....
9. Address for Communication : .....
10. Contact No. : .....
11. Email Id. : .....
12. Name and address with phone numbers of two responsible persons not related to you to whom a reference can be made about you. i). : .....  
ii). : .....

**Signature of the candidate**

**Note:** Attach one set of photocopies of educational qualification and experience and produce original certificate thereof at the time of walk-in-interview.