

**CCS NATIONAL INSTITUTE OF AGRICULTURAL MARKETING**  
(An Autonomous Organization, Ministry of Agriculture & Farmers Welfare, Govt. of India)  
Kota Road, Bambala, Near Sanganer, Jaipur-302033, Rajasthan  
Telephone: 0141-2795104, Website: [www.ccsniam.gov.in](http://www.ccsniam.gov.in)

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**Engagement for contractual positions in CCS NIAM**

Applications are invited from experienced professionals for the posts of (a) **Placement Officer** and (b) **Physical Instructor-cum-Security In-Charge** on contractual basis. For details of qualifications, remuneration, duties and experience and other terms and conditions visit [www.ccsniam.gov.in](http://www.ccsniam.gov.in).

**Director (Admin)**

## **Placement Officer**

### **1) Qualification**

- Master degree in Management/Marketing/Agri-Business Management/ Mass Communication and Ph.D. (Human Resource) with focus in organizational behavior, business ethics.
- Experience of 5 years in independently handling Placement/ Internship/ Fieldwork activities of reputed B-School (NIRF Ranking)/ College/ University/Industry with proven record etc. Proven record of industry interaction, academic experience, 2 years experience in industry association/ Chambers of Commerce dealing with agribusiness industry and consulting firm dealing with agribusiness industry with HR division/ placement cell.

### **2) Desirable:**

- Relevant knowledge of sectors such as Agri Business and Agri Marketing
- Relevant knowledge of placements in reputed B-Schools in India / Industry dealing with agribusiness.

### **3) Skill Required**

- Should be excellent in Training, consulting corporate communication, liaisoning, Public Relation Management, Content Writing and Marketing and Branding.
- Proficiency in Microsoft Office (Outlook, Excel, Word, Power Point, etc.)
- Should have powerful communicator in speaking and writing English and Hindi.
- Should have excellent analytical abilities with an eye on the market conditions.
- Should be proficient in people management with excellent interpersonal skills.
- Should have experience of industry/ recruiter liaison.

### **4) Duties and Responsibility**

- To coordinate with recruiters and potential recruiters on behalf of the Institute for Summer Internship and final Placement of students.
- Strengthen the Institute's recruiter database by adding new recruiters.
- To be a host to the organizations/companies who visit the campus for campus placements and Summer Internships.
- Interact with recruiters at the time of placements and share the feedback with students and Director/Director General.
- To make arrangements for the campus placement activities, including pre-placement interactions.
- Collaborate and promote Career Planning Service through in-class presentations, student organization outreach.
- To organize regular industry interaction for the students.
- To design and get the placement brochures printed.
- To coordinate with students and sensitive them on their needs and organize soft skill training for them.

- Manage Corporate Communication and liaison MDP's, Consultancy etc.
- Issue Press Releases liaison with Print Media, electronic Media, newsletters, email etc.
- Business & Corporate Writing for strengthening of relation with recruiters..
- Ability to project canvas image and brand building of PGDM (ABM) among corporate and other stakeholders.
- Handle corporate content for exhibitions, events, campaigns of the Institute.
- Maintain a Marketing Communication Plan round the year and execute all assignments in line with the same.
- Perform all assigned any other job by the higher officials from time to time.

5) **Age:** Should not be more than 63 years on as on 31 September, 2021.

6) **Contract Period:** Initially for a period of one year and extendable up to a maximum of three years, depending on the performance.

7) **Remuneration:** Consolidate Rs.70,000/-per month

Interested candidates may submit their application in the specified format on or before 17.00 hours by 16/8/2021 in hard copy to The **Director, CCS National Institute of Agricultural Marketing, Kota Road, Bambala, Near Sanganer, Jaipur-302033.**

**Please note:**

- 1) This is a contractual position and has nothing to do with the permanent establishment of CCS NIAM.
- 2) If application found to be submitted not as per the specified format, will likely to be rejected.
- 3) Last date of receiving application: 16.08.2021 on or before 5.00 PM.
- 4) Shortlisted candidates will be called for interview in CCS NIAM and inform in advance.



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**Kota Road, Bambala, Pratap Nagar, Jaipur-302033  
Ph. : 0141-2795104 , www.ccsniam.gov.in**

**APPLICATION FORM FOR  
Placement Officer**

**(Please affix a  
recent photo)**

**(a) Personal Information**

1.	Name	
2.	Father's/Husband's Name	
3.	Age/Date of Birth (DoB)	Age : _____ DoB ____/____/_____
4.	Last salary drawn / pension drawn (in case of retired persons)	<b>Rs.</b> (Pension certificate/order to be attached)
5.	Sex	
6.	Contact Address	_____ _____ _____ Email :----- Mob :-----

**(b) Educational Qualifications (In chronological order):**

Degree/ Diploma*	Name of the Institution/ University	Passing Year	Grade**/ Division	Percentage of marks	Main Subjects

\*Attach all photocopies of all documents

**(c) Any other specialized courses/ membership:**

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\*Attach all photocopy of all documents

**(d) i) Total Experience:** \_\_\_\_\_ Years \_\_\_\_\_ Months

**ii) Experience in handling placement related:** \_\_\_\_\_ Years \_\_\_\_\_ Months

**(e) Experience in Detail (In chronological order):**

S. No.	Institute/Organization	Designation	From	To	Pay Scale / Gross Pay Per month/Consol idate


\*Attach all photocopy of all documents

**(f) Nature of responsibilities handled:**

S. No.	Period	Nature of duties handled
1		
2		
3		
4		
5.		

**(g) Any other relevant information:**

1	
2	
3	

**Declaration by the Applicant**

I hereby declare that all the particulars stated in the application are true to the best of my knowledge and belief.

(Signature of the Applicant)

Place:

Date :

**NB:** Originals certificates/testimonials in support/proof of age, educational qualifications and experience should be produced at the time of interview.