

Open Position : DDU-GKY, Karnal, Haryana

The Centre for Advanced Research & Development (CARD) as part of "**Skill India**", Flagship mission of Government of India, and 'Project Implementing Agency (PIA) of Ministry of Rural Development, Govt. of India to execute "**DDU-GKY**" Project in the state of **Haryana**, following positions are open for eligible candidates.

Application Process : Interested candidate should send an up-to-date CV to cardskillmis@gmail.com and hrmcardbhopal@gmail.com. **Only Shortlisted candidates will be contacted.**

Last date to Apply for all open position : **15 June 2021**

Position Description : Placement Coordinator

Responsibilities and Duties

- Industry-specific overview of placement opportunities with clients .
- Placement for all Passed students across Centers.
- Support the Center Manager and Counsellor in student selection.
- Must be passionate to work for Urban-Rural Development.
- Responsible for New Client tie ups.
- Focus on client relationship to increase business.
- Maintaining records of the placement's forms, placement tracker, offer letters of the candidates.
- Tie up for Placement of PMKVY, DDU GKY and other govt Projects related to skill development.
- Experience in hiring of DDUGKY, PMKVY, NSDC and other government projects will be an added advantage.
- Responsible for the Placement Targets to be achieved Project wise as per guidelines.

Qualifications

- Master's in social work/ Masters in Rural Development from recognized University; or
- Diploma in Social Work/ Diploma in Rural Development from recognized University

Experience

- DDU- GKY project 3 Years' experience in the job role .

Job Type: **Full-time**

Salary: ₹25,000.00 - ₹30,000.00 per month