

## Inviting Applications Placement Executive for the Department of Placement & Career Development at NIST University, Berhampur, Odisha

**Position:** Placement Executive

**Number of Positions:** 1

**Job Type:** Full-time

**Job Summary:** We are seeking a dynamic and proactive individual to join our Career Development Department - Placement Team as Placement Executive. The successful candidate will play a crucial role in assisting with the placement process, forging strong industry relationships, and supporting students in their career development. This is an excellent opportunity for a motivated professional to contribute to the success of our students and enhance the reputation of NIST in the corporate world.

### Key Responsibilities:

#### 1. Placement Support:

- Assist in organizing placement drives, recruitment events, and campus interviews.
- Collaborate with recruiters to understand their hiring needs and ensure a seamless placement process.
- Assisting the Placement Officers and Department & Work on the task assigned.
- Coordinate pre-placement activities, including resume building workshops, mock interviews, and career counseling sessions.
- Conduct workshops and seminars on topics related to career development, soft skills, and industry trends.
- Travel for Corporate Visits to different companies at different cities in India.
- Accompany Students to different off / pool campus drives to different geographic locations / Company Offices / Institutes as per requirement.

#### 2. Relationship Management:

- Cultivate and maintain strong relationships with industry partners, recruiters, and alumni to enhance placement opportunities for students.
- Act as a liaison between the institute and corporate entities to facilitate communication and collaboration.

#### 3. Data Management:

- Maintain accurate and up-to-date records of student placement activities.
- Generate reports and analytics related to placement trends, success rates, and feedback for continuous improvement.

### Essential Qualifications:

- MBA in Marketing / HR.
- Minimum 1 Year experienced candidates preferred.
- Strong communication and interpersonal skills.
- Proactive attitude with the ability to work independently and as part of a team.
- Familiarity with the corporate recruitment process and industry trends.
- Strong Knowledge in Microsoft Excel, Word, PowerPoint.



**Salary:**

- Competitive salary as per industry standards

**Application Link:** <https://forms.gle/5B5CDNnUpde9PPYF8>

Please submit your application/resume via email at: [career@nist.edu](mailto:career@nist.edu) latest by 20<sup>th</sup> June 2025.

**General Conditions and Guidelines:**

Candidates are requested to submit their bio-data along with verifiable records and photocopies of certificates/testimonials with respect to the qualifications and experience.

1. NIST University reserves right to raise the minimum eligibility qualification
2. The recruitment to the above posts shall be on the basis of merit through selections by the duly constituted Selection Committee.
3. Applicants should possess the prescribed qualifications and experience as on the closing date of application as prescribed by the university.
4. The candidates called for interview should report along with copy all the testimonials/certificate along with photo ID.
5. Applicants are required to submit 'No Objection Certificate' as per the service rules of the current employer.
6. All correspondence from the University including interview letter, if any, shall be sent only to the e- mail address provided by the applicant in the application form.
7. Selected candidates will be required to join the posts within one month from the date of issue of the appointment letter unless otherwise permitted specifically.
8. In case of any dispute/ambiguity that may occur in the process of screening/selection, the decision of the university shall be final.

**About NIST University:**

*NIST University (www.nist.edu), Institute Park, Berhampur, Odisha is a premier research institute in the country today. Nestled in the green hills of Pallur, it is spread over 65 acres of lush green campus with world class academic infrastructure, Center of Research Excellence (CREs) and Global Innovation Centers (GIC), halls of residence, sport complex and other facilities. NIST currently offers various undergraduate, graduate, and Ph.D. program in Engineering, Science, and Management and expected to expand in other disciplines. NIST has research collaboration with Universities around the globe and strong industry academia partnership with multiple industries in different sectors. NIST has been ranked highly in the country by multiple ranking organizations including Govt. of India.*

**NIST University is an Equal Opportunity Employer**