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OFFICE OF THE CAREER DEVELOPMENT CELL (CDC)

GANGADHAR MEHERUNIVERSITY

Amruta Vihar, Sambalpur – 768004, Odisha, India

Prof. Susanta Kumar Das

Coordinator, Career Development Cell (CDC)

https://www.gmuniversity.ac.in/images/faculty_doc/profile_1604355256.pdf

Date: 09.06.2022

NOTICE

Dear Students,

Greeting of the day. It is my pleasure to inform you that NIIT Foundation invites application from **UG/PG students [2022 (current final year), 2021, 2020 pass out batches and also any pass out batch before 2020]** for the posts of **Cluster Coordinator and IT Trainer**. Interested students please register yourself by clicking the below given link:

<https://forms.gle/BPARyQWj5fBLn9WQA>

Registration deadline: 12th June 2022, 10 pm

Eligible Branches: All Branches

Passing Year: 2020/2021/Any pass out batch before 2020 (UG/PG) and Current Final Year (UG/PG)

Application invited for the role: Cluster Coordinator and IT Trainer

Please Note:

1. Join the organization after a detailed background search of the company/job profile. If required, ask the HR persons of the company during the interview/before joining.
2. As the Coordinators we are just making the coordination between company and students. We are not representing any company.
3. All the selected students should definitely send/forward the softcopy of appointment letter to placement@gmuniversity.ac.in within 7 days of receiving it from the company for the office record of Career Development Cell (CDC) of GMU.
4. Once you are joining a company, do not leave it within a very short time. By doing so very often the CDC is finding difficulty to place the more needy students of other batches in that company.
5. Before leaving any company try your best to give the best service so they will ever remember you cheerfully/gracefully.
6. Other details are mentioned in Annexure-I.

Susanta Kumar Das

**Coordinator, CDC &
Team, GMU, SBP**

Copy to:

Esteemed Competent Authorities, All Esteemed School Heads for Kind information.

ANNEXURE-I

Job Description: -

We have the below requirements:

1. HP project - Required one for Bargarh location.
2. for TSF - Required for -
 - Dhenkanal (Meramandali) - one IT trainer + one soft skill cum centre head
 - Bambebari (joda, keonjhar)- one IT trainer + one soft skill cum centre head
 - Gauli ((joda, keonjhar) - one IT trainer + one soft skill cum centre head

Job Description	
Designation	IT Trainer
Engagement Model	Full time
Business Unit Name	NIIT Foundation
Function	Training
Location	Sijua, Jamadoba, West Bokaro
Requisition Date	05-06-2022
Desired Joining Date	will confirm
Number of Positions	1 each location
Reporting to	Centre Manager
Role & Responsibility	
1	Deliver quality classrooms instructions
2	Deliver in person or live- online training classes
3	Ensuring student attendance and participation in the sessions.
4	Counseling students as when required to enable their placements in jobs
5	Helping with Students mobilization in near by community
CTQ	
Education Qualification	Graduate with one year of experience, Fresher can also apply
	Candidate should be strong with Basic of Computer (Ms Office)
	Knowledge with Tally and accounting packages is required
	Person should be comfortable to train students. Good written and oral communication in English is required
	Candidate who is comfortable to go in the community and can convince students for the course.
Attributes	Extrovert, people oriented, ability to handle students of varying learning abilities and motivate them.
CTC Range	15,700

Job Description	
Designation	Cluster Coordinator
Engagement Model	Vendor
Business Unit Name	NIIIT foundation
Function	Training
Location	East, West, South, Central/North Zone
Requisition Date	06th May 22
Desired Joining Date	Will confirm
Number of Positions	1 location - Bargarh
Reporting to	Zonal Coordinator
Role & Responsibility	
1	Take relevant permissions from schools and Govt. officials and get their acceptance and agreement to run the program and assets installation
2	On-board schools to create the cluster and get student database. Get the profile of school teachers, headmaster and coordinator
3	Self-driven towards to allocated goals of the cluster within the time-line and work closely with school and Govt. authorities
4	Build a community of creative learning practice across the school, involving all departments as appropriate
5	Responsible for school on-boarding, Providing training on content and methodology to school teachers & headmasters. Provided training assistance and supervision. Responsible to program orientation session in the school for student and staff
6	Responsible for Batch forming, commencement, completion, certification and Impact assessment activities
7	Communicating with clients or school administration about project, event or campaign expectations and goals.
8	Interacted with managers and staff to produce quality teamwork and open communication
9	Ensure dissemination of accurate reports on timely basis to entire team (Including partners) for ongoing updates
10	Ensure school teacher, student & parent engagement and capturing the case studies and videos of stakeholders
11	Regular visit to school for monitoring, training and reporting as per the plan in discussion with Zonal Coordinator
CTQ	
Education Qualification	Graduate or Post Graduate with 2-3 years' experience of school coordination: Fresher with quick learning ability can also apply
Past Experience/Skills Required (Mandatory)	Excellent written and communication skills are required as school facilitator
	Excellent problem solving and prioritizing skills
	Have knowledge, understanding and enthusiasm for creative teaching and learning as a key to raising achievement
	Life skills training experience is desirable with interpersonal skills
	Ability to leverage the partnership and work with local authorities to get permissions for project implementation
Attributes	Extrovert, people oriented, ability to handle people of varying learning abilities & motivate them, Team work. Ability to remain calm under pressure
Salary	17500 CTC