

Advertisement for the post of Manager (Placement & Career Development) at NLU Delhi

National Law University Delhi invites applications for the position of Manager (Placement & Career Development) to provide support to the career development and placement work at NLU Delhi campus. The position is contractual in nature for a prefixed period of 1 year. Period of contract can be extended based upon requirement of the institution.

Job Description:

- To assist students in developing the skills and competencies necessary to succeed in the workforce.
- To connect students with potential employers and job/ internship/ higher studies opportunities.
- To support students in their job/ internship/ higher studies, search efforts and provide ongoing career support throughout their professional journey.
- To mentor students with the resources, tools, and guidance they need to explore career options and make informed decisions.
- Provide students with a variety of career-related services as per requirement of the institution.
- To assist the students for taking internship.

Eligibility/Qualification;

Post	Designation	Qualification	Consolidated Pay
1	Manager (Placement & Career Development)	Post graduate in Law/social science Discipline/MBA in HR (55% minimum) with experience of 07 years in relevant field	(Up to) Rs. 75,000/- per months

Skills Required:

- Excellent communication skills both written and verbal as the position require communicating with various levels of corporate leaders.
- Must be able to communicate well with students, providing them right career counselling, & help them build their resumes, cover letters, & more
- Ideal candidates must be willing to do travelling & networking
- Familiar with social media platforms
- Knowledge of MS Office Tools.
- Excellent presentation and networking skills
- Excellent Team player.

The last date for submission of applications is:

- ❖ Interviews will be held at the NLU Campus.
- ❖ Shortlisted candidates only, will be informed of the interview telephonically and over email.
- ❖ Meeting eligibility will not necessary qualify for the interview, further criteria may be included at the time of shortlisting.
- ❖ No TA/DA will be paid for attending the interview.

Interested candidates must fill the application form. Last date for submission: 23:59 Hrs/11.59 PM on January 6, 2025 (Monday).

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NATIONAL LAW UNIVERSITY DELHI

Sector 14, Dwarka New Delhi – 110078

CALL FOR APPLICATIONS: MANAGER (PLACEMENT & CAREER DEVELOPMENT)

National Law University Delhi is inviting applications for 01 (one) Manager (Placement & Career Development).

Job Profile

National Law University Delhi is looking for qualified candidates to be appointed as Manager (Placement & Career Development). Who will be responsible for handling all facets of campus placements, including Internships/higher education for U.G/PG/Ph.D. students of NLU Delhi. This involves establishing contact with companies, arranging for tests and group discussions, holding pre-placement talks, conducting final interviews, to provide a wide range of career and employment services to assist with career planning and decision-making, job search, accessing employers and employment opportunities, building employability skills and successfully navigating application, interview and selection processes and any other kind of recruitment related activity. The role also involves providing guidance to students seeking higher education.

The University aims to support students with professional and friendly advice throughout their time at university. We help students develop the skills and experience they need to choose the right career path and stand out in a competitive job market. Developing skill-sets like helping students to write effective CVs, cover letters and applications. We also support students with a range of events, one-to-one support and group sessions across a range of employability topics. Working closely with industry professionals and employers from across the globe to source placement and graduate opportunities for our students.

Responsibilities

- Responsible for providing overall guidance to students for their careers in national and international organizations.
- Communicate with students in an emphatic manner to understand the student's aspirations and lead the student to reach their career goals.
- Collate information from leading companies about skills required for various job profiles.
- Support mapping of knowledge and skills required with curriculum and work with individual faculty and institutional leadership to ensure relevant courses cover the knowledge and skills.

- Profile students based on standard tests and provide guidance & training for improvement with internal faculty and consultants.
- Systematically augment companies for campus recruitment to increase the number of offers to the students.
- Introduce and energize top companies in the country to open up quality career opportunities.
- To effectively communicate with university recruiters and make them understand the institute's priorities, students' strengths, and unique capabilities of the institute.
- During placements season, work with various people involved in the placement cell to ensure most students get appropriate jobs.
- Ability to work with other departments in a cordial manner for smooth execution of placements.
- Study Placement Centers at bench-marked Universities and come up with initiatives and programs.
- For students seeking higher education, provide guidance in the application process and coordinate with internal faculty and leading overseas Universities.
- To leverage social media platforms for sharing institute achievements, collecting relevant job opportunities, to network with employers of various designations of many companies.
- To use and master the software tools available for placements data collection, storage, and analysis.
- Organize suitable training for the selection process.

Eligibility Criteria

- The candidate should essentially hold a Post Graduate degree in LAW/Social Sciences or MBA from a premier college with not less than 55% marks.
- Preferable experience with 2 years in a leadership role/ training/ placement/ marketing/ recruitment activities.
- Excellent Communication Skills, PR, liaison, and relationship building.
- Ability to develop sound, credible and reciprocal relations with national and international organizations.

Skills

- Excellent communication skills both written and verbal as the position require communicating with various levels of corporate leaders.
- Must be able to communicate well with students, providing them right career counselling, & help them build their resumes, cover letters, & more
- Ideal candidates must be willing to do travelling & networking
- Familiar with social media platforms
- Knowledge of MS Office Tools.
- Excellent presentation and networking skills
- Excellent Team player.

Type of Role: Contractual

Location: New Delhi

Salary: Rs.75,000 /- per month- consolidated.

Last date of Application: January 6, 2025 (Monday) [Link for Application](#)

Term of Appointment: The initial period of engagement will be for one year and is extendable based on satisfactory performance.

Note

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold a written test/skill test/interview as the case may be to select candidates for this position.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. The decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/ or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).