



NATIONAL CENTRE FOR RURAL DEVELOPMENT'S

Sterling Institute of Management Studies

No. 93/93A Sector - 19, Near Seawoods Railway Station, Nerul (E), Navi Mumbai

Contact: 022-27702282, 277022290, 27715308

Email Id: nerulncrd@gmail.com

RECRUITMENT

Applications are invited from eligible and deserving candidates for the following post:

NCRD's Sterling Institute of Management Studies

Sr. No	Post	Specialization	Qualification	No of Post
01	Assistant Professor	Operation	MBA in Operations or Supply Chain Management with First Class or equivalent & Required Bachelors in Mechanical / Industrial Engineering with experience of Shop floor in Manufacturing Industry.(Min. 5 Years experience)	01
02	Placement Officer			01

The pay- scale will be as prescribed by University of Mumbai and AICTE. Candidates having knowledge of Marathi will be preferred. Application with full details along with all testimonials should reach in the name of **Director, NCRD's Sterling Institute of Management Studies, Plot No. 93/93A Sector - 19, Near Seawoods Railway Station, Nerul (E), Navi Mumbai** or send on nerulncrd@gmail.com.

Sd/-

Director



NATIONAL CENTRE FOR RURAL DEVELOPMENT'S
Sterling Institute of Management Studies

(AFFILIATED TO UNIVERSITY OF MUMBAI AND APPROVED BY AICTE & DTE)

No. 93/93A Sector - 19, Near Seawoods Railway Station, Nerul (E), Navi Mumbai

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TRAINING AND PLACEMENT OFFICER- 01

- ❖ Must have at least five years of prior experience in as a T&P officer in a reputed B-School
- ❖ Solid established contacts with HR departments for campaigns
- ❖ Conduct Seminars for final year MMS and MCA students on Pre Placement Training
- ❖ Conduct industry professionals workshops for MMS & MCA Students in the institute
- ❖ Ability to connect and nurture relationships in and around Mumbai
- ❖ Counsel students on matters related to internships and final placements
- ❖ Conduct placement related activities including soft skill development, personality grooming etc.
- ❖ Alumni relationship management.
- ❖ Evaluating the company feedback and taking necessary actions for grooming the students.
- ❖ Helping the students create their resumes and cover letters, also provide mock interviews, group discussions, aptitude exams
- ❖ Arrange job fairs and campus drives inviting product and service companies
- ❖ Achieve total targets for internships and placements

Required Skills: Computer proficient in Excel, Presentable, Humble, must be able to travel to different locations across Mumbai / Navi Mumbai, Must have knowledge of geography of Mumbai region. Must be able to give effective institute presentations.

Sd/-
Director