

**VAIKUNTH MEHTA NATIONAL INSTITUTE OF
CO-OPERATIVE MANAGEMENT(VAMNICOM), PUNE**

Centre for Management Education, VAMNICOM

NOTICE

**Applications are invited for the post of Training and Placement Officer of
PGDM - ABM Programme for appointment on Contract Basis.**

1. Candidates are advised to send their application as per ANNEXURE with all the documents in pdf format through email :
cme@vamnicom.gov.in.
2. Candidates need to appear before Scrutiny Committee for document verification.
3. The interview will be scheduled only for the candidates recommended by Scrutiny Committee.


Registrar



वैकुण्ठ मेहता राष्ट्रीय सहकारी प्रबंध संस्थान
VAIKUNTH MEHTA NATIONAL INSTITUTE OF CO-OPERATIVE MANAGEMENT
(A National Institute under the aegis of National Council for Cooperative Training (NCCT),
Promoted by Ministry of Cooperation, Government of India)
Savitribai Phule Pune University Road, Pune – 411 007, Maharashtra, India
PHONE : +91-20-25701000 /25528974, Web-site : www.vamnicom.gov.in, E-mail : info@vamnicom.gov.in

**INVITATION OF APPLICATION FOR TRAINING AND PLACEMENT OFFICER (TPO) ON CONTRACT
AT THE VAMNICOM, PUNE**

About Institute:

Vaikunth Mehta national Institute of Co-operative Management (VAMNICOM) is located in Pune, a historic city, which is the cultural capital of the State of Maharashtra and educational centre of India. VAMNICOM is conceived as an intellectual nerve centre for the Co-operative Movement and it is financed by the Ministry of Cooperation, Government of India.

Training and Collaboration:

VAMNICOM associates with various international agencies/organisations like the International Co-operative Alliance (ICA), International Labour Organisation (ILO), Food & Agricultural Organisation (FAO), Asian & Pacific Agricultural Credit Association (APRACA) etc. The Institute conducts exchange programmes in collaboration with the Department of International, Technical & Economic Co-operation (ITEC), and Ministry of External Affairs. It offers training programmes for senior executives from co-operatives in developing countries. Also, it conducts collaborative programmes with National Institute for Co-operative Development (NICD), Sri Lanka, Association of Asian Confederation of Credit Unions (ACCU), Bangkok, Thailand, and The Cooperative College of Malaysia, Malaysia. The Institute has also been an active promoter in the establishment of the Centre for International Co-operation and Training in Agricultural Banking (CICTAB) which is engaged in organising training programmes in the field of Agricultural/Rural Banking to professional from SAARC countries.

The Institute organizes international, National and local level training and academic programmes on various areas of agriculture, agri – business and cooperative management. The Institute conducts two long duration programmes viz. (a) Diploma in Cooperative Business Management (DCBM) programme for in – service officers working in cooperatives and (b) Post Graduate Diploma in Management – Agri-Business Management (PGDM- ABM) which is equivalent to MBA degree for fresh graduates.

Recognition and Accreditation:

The PGDM - ABM Course has been recognised by the All India Council for Technical Education (AICTE), Government of India and recognised by Association of Indian Universities as equivalent of MBA degree. The Course has been accredited by National Board of Accreditation (NBA), New Delhi.

The Savitribai Phule Pune University, Pune has recognized VAMNICOM for undertaking research work leading to the award of Ph. D. degree in Management, in general, and Cooperative Management, in particular.

Recruitment of Training and Placement Officer (On Contract Basis):

Applications are invited from professionals for handling Training and Placement work for 200 students of Post Graduate Diploma in Agri Business Management (PGDM – ABM) at VAMNICOM, Pune.

The job profiles of TPO are as under:

1. To look after the training and placement activities of students
2. To arrange Summer Internship programmes and live projects
3. To work in consultation with Industry coordinator for arranging interactive industry sessions for the students.
4. To organise workshop for personality development of students and arrange training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
5. Network with potential recruitment and hiring partners to develop and extend our pool of hiring partner.
6. Provide end to end career guidance services to graduating students.
7. Ideate and execute strategies to grow the hiring partner network.
8. Be well-informed with the current and latest developments and trends in the placement space for Agribusiness Course.
9. To collect feedback from the Company coming for the placement and provide detailed feedback to students after interviews and also gather feedback from recruiters to improve the process.
10. The TPO is also required to take sessions in PGDM-ABM as per his / her specialization in the respective academic field.

The qualification, Experiences, age and remuneration are given in the following table :

Sr.N.	Name of the Post	No. of vacancy	Particulars
1.	Training and Placement Officer (TPO)	01	<p>1) Educational Qualifications : Regular Post Graduation Degree in Human Resource Management / MBA/ Agri Business Management / Social Science with minimum 60% marks.</p> <p>2) Experience : The applicant should have minimum 8 years experience of handling student coordination in any reputed Institute. Preference will be given to the young meritorious candidate having fluency in communication in English language with experience of managing placement.</p> <p>3) Age : Not exceeding 45 years as on 30th Sept 2023 which may be relaxed upto 50 years for the candidate with exceptional qualification and experience in placement activities.</p> <p>4) Remuneration per Month - Consolidated pay of Rs.1,23,100/- per month.</p>

Duration of Contract :

The Contractual appointment would be made initially for a period of one year and may be extendable annually based on satisfactory performance to be reviewed every year and contract period will continue till further order of the Institute.

Prescribed Format of Application : Interest candidates may apply as per prescribed format at ANNEXURE alongwith requisite documents within 15 days from the date of publication of advertisement to Registrar, Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Savitribai Phule Pune University Road, Pune – 411 007. All supportive certificates/ Documents have to be attached with ANNEXURE.



Registrar

For Director

वैकुंठ मेहता राष्ट्रीय सहकारी प्रबंध संस्थान

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Application form for the Post of Training and Placement Officer (TPO)

Application for Recruitment as Training and Placement Officer (TPO)
in the Vaikhunth Mehta National Institute of Cooperative
Management (VAMNICOM), Pune

Affix recent self-
attested
passport size
photograph

1. Name:
2. Father's/Husband's Name:
3. Date of Birth
(Attested copy of Matriculation/10th/High School must be enclosed)
4. Age :
5. Category :
(SC/ST/OBC/Physically Handicapped/Departmental Candidates)
6. Domicile:
7. Nationality:
8. Mailing address (with Tel./Mob. No. and e-mail address):
9. Permanent Address:
10. Correspondence Address :

11. Are you related to any employee of NCCT/IFFCO: YES/NO

If yes, provide details.

12. Mobile No.:

13. Email ID:

14. Educational/Professional/Technical Qualification(separate sheet be enclosed, if required):

S.No.	Examination Passed	University/Institute	Year of Passing	Percentage	% age of mark obtained	Subject

15. Work Experience:

S. No.	Organisation/Institute	Period		Nature of Work	Post Held	Remarks
		From	To			

17. Honors and Rewards:

18. What nature of work attended during the service? _____

19. Reference:

20. Any other information:

21. List of Document attached (separate sheet be enclosed):

22. Statement of Purpose (in maximum 500 words) - Regarding Suitability of Candidate for the job:

23. Declaration:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this circular and accept all the terms and conditions for engagement of Training and Placement Officer.

(Signature)

Name:

Date :

Aadhar No.

PAN No.

Mobile No.:

E-mail address: