



DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

**Approved by AICTE, Affiliated to MAKAUT
ACCREDITED BY NAAC & NBA**

Campus: Jemua Road, Fuljhore, Pin - 713206, Durgapur, Dist-Paschim Bardhaman (W.B)

APPLICATIONS ARE INVITED FOR THE FOLLOWING POST

Training & Placement Officer

Job Role & Responsibilities

- To plan, coordinate and execute all training and placement-related activities of the college.
- To build and maintain strong corporate relationships with reputed organizations for internships, industrial visits, and final placements.
- To organize pre-placement training, including soft skills, aptitude, technical sessions, and company-specific preparation in coordination with academic departments and external agencies.
- To monitor student performance, maintain placement records, and ensure maximum placement conversion.
- To liaise with alumni and industry professionals for collaborative initiatives and career guidance.
- To supervise the Training & Placement Cell team and guide its strategic operations.

Eligibility Criteria:

- Bachelor's Degree (preferably in Engineering/Technology) from a recognized university and Post Graduate Degree in Management (MBA).
- Minimum 10 years of relevant experience in Training & Placement or Corporate Relations in a reputed engineering/technical or management institution / recognized organization.
- Candidates with excellent industry connect, strong communication and networking skills, and proven record of campus placement facilitation will be preferred.
- Experience in organizing large-scale recruitment drives, corporate tie-ups, and internship programs is highly desirable.

Desirable Attributes:

- Leadership ability and team management skills.
- Proficiency in communication, presentation, and digital placement management tools.
- Vision to enhance institutional branding and placement visibility at national level.
- Willingness to travel for industry liaison and corporate networking.

**Salary will be commensurate with qualification and experience, as per institutional norms.
Higher pay may be considered for exceptionally deserving candidates.**

**Interested candidates need to send their updated CV with
PAN, AADHAR and PHOTO via email to
registrar@bcrec.ac.in**