



MAHARAJA AGRASEN COLLEGE
UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE, DELHI-110096

3-10-2025



Application are invited for the Post of Placement Executive

Application for the post of **Placement Executive** in the Training and Placement Cell of the college is invited in the prescribed format from highly Qualified and deserving candidates on contractual basis.

Details :

1. Name of Post : Placement Executive
2. Minimum Qualification : Post Graduate in any discipline
3. Desirable :
 - A) The applicant must have sound knowledge of Information Technology and AI tools.
 - B) Well conversant in Hindi and English Languages
 - C) Having atleast 3 years experience in similar position.
4. Salary: 40000/- consolidated for a period of 6 month
5. Period of appointment : Initially for a period of 6 months (Extendable)

Expectation/ Conditions

6. To explore the possibilities of placement and take necessary approvals.
To obtain employment and experimental opportunities to the students of the college in various fields.
Liaison with various Industries / companies / organizations
To correspond to prospective companies for interview and organize related events.
To arrange for interview facilities at the campus and written test halls.
To receive the personnel and provide necessary inputs about the college and to co-ordinate placement co-ordinator for smooth functioning at various locations (interview halls, written test halls, canteen etc).
To collect the appointment letters or correspond to get them as soon as the interview is over.
To distribute appointment letters and collect acceptance letters from the students and dispatch to employees.
7. Record keeping of all databases electronically and manually as well.

Note :

1. The appointment will be purely on contractual basis and may be terminated without assigning reason thereof
2. No TA/DA is admissible for appearing in the interview
3. Duly filled in application on the prescribed form should reach to the college office or through email principal@mac.du.ac.in on or before 20th October 2025.



Jivani
Principal

महाराजा अग्रसेन कॉलेज / Maharaja Agrasen College
दिल्ली विश्वविद्यालय / University of Delhi
वासुंधरा एंक्लेव, दिल्ली-96 / Vasundhara Enclave, Delhi-96



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APPLICATION FORM FOR THE POST OF _____

1. Name of the applicant :
2. Father's Name :
3. Mother's Name :
4. Date of Birth (DD/MM/YYYY) :
5. Nationality :
6. Category (SC/ST/OBC/Gen./PwD/EWS / ANY OTHER) :

7. Address for communication :

State: Pin Code:

8. E-Mail ID :

9. Telephone/Mobile No. :

10. Educational Qualification:

S.No.	Exams Passed	Board / University	Year	Division	Percentage (%)	Subject

(Please attach attested photo copies of the testimonials)

11. Typing Speed (wpm) : English..... Hindi.....
12. Languages Known :
13. Any other relevant information(if any):
14. Have you ever been imposed
any penalty :
(If yes please give details) :
15. Details of Experience (Plz use separate sheet) :
16. DECLARATION:

- (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be cancelled / terminated.
- (ii) I have enclosed the required self-attested copies of the certificate.

Signature of the applicant)

Place:

Date: