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WALK IN INTERVIEW FOR THE POST OF INTERNSHIP COORDINATOR

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites well qualified and strongly motivated candidates for walk in interview for the post of internship coordinator (on purely temporary basis), for a period of eleven months. Suitable interested candidates fulfilling the eligibility are requested to register by filling the on – line form on or before 12/02/2024 by 05:00 p.m <https://forms.gle/uwA8zqxrau6hvwcg9> and appear for “Walk – in –Interview” along with relevant documents on 14/02/2024 at 10.00 a. m. in room no. 401, Administrative Building (main building), Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

Details for the advertised post are as follows:

1. **Post:** internship coordinator (on purely temporary basis)
2. **Salary:** 18000/- per month consolidated.
3. **Essential Qualification:** M.B.A/M.C.A/B.Tech /B. E
4. **Required Skills:** Proficiency in MS Office (word, advance excel)
5. **Required Qualities:**
 - Excellent communication skills in English & Marathi (oral & written) and Interpersonal skills.
 - Ability to create and build reciprocal relations with Industries.
 - Ability to facilitate Industry / Institute interaction
 - Positive attitude, proactive and optimistic nature.
6. **Responsibilities:**
 - Collate information from colleges and university departments about the internship.
 - During internship season, work with various people involved in the internship cell to ensure most students get internships.

- Ability to work with other departments in a cordial manner for smooth execution of internships.
- To leverage social media platforms for sharing institute achievements, collecting relevant internship opportunities, to network with employers and colleges.

7. **Walk in Interview date & Time:** 14th February 2024, 10 am.

8. **Place of Interview:** - Room No.401, Administrative Building (Main Building) KBC North Maharashtra University, Jalgaon.

Note:

1. The above post is on purely temporary basis for 11 months.
2. Suitable interested applicants should register by filling their details in the on-line form till 12/02/2024 by 05:00 p.m. (<https://forms.gle/uwA8zqxrau6hvwcg9>)
3. Applicants should appear for “Walk – in - Interview” on 14/02/2024 at 10.00 a. m. in room no. 401, Administrative Building (main building) Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon along with a covering letter addressed to the Registrar KBCNMU Jalgaon with one set of self-attested photocopies of relevant documents.
4. Applicant should write name of the Post on the application / covering letter.
5. No T. A. / D. A. will be paid for attending the interview.
6. Mere fulfilling the eligibility does not confer any right for selection.
7. Applicants already employed should submit “No Objection Certificate” from the present employer.
8. Candidate furnishing incorrect or false information shall stand disqualified at any stage.
9. The University reserves the right to fill or not to fill up the post, to modify / alter / cancel the advertisement or change in number of posts.
10. Canvassing directly or indirectly will be treated as disqualification.