



THAPAR UNIVERSITY

(Established under Section 3 of the UGC Act, 1956)
Thapar Technology Campus Patiala 147 004 Punjab

Applications are invited from competent, eligible persons for the following positions as per the eligibility criteria mentioned along with initially for 1-year to 3-year Tenure based at Patiala

1. Head- Training & Placement

Engg. Graduates or post graduates, preferably MBA or equivalent, with minimum 15 years' experience in training and placement function in premier technical institutes /universities with demonstrated industry-institute liaison activity.

The candidates having work experience in Training and Placement of students, alumni affairs; possessing high level of interpersonal relationship skills, communication skills, counseling and mentoring skills; research exposure with relevant academic flare shall be preferred.

Those having industry or corporate experience in HR management, organisational development including hiring and talent development in operational and strategic positions may also apply.

2. Manager -HR

Post Graduates preferably MBA or equivalent in Human Resources with minimum 7 years experience in the HR function in a reputed organization, preferably academic institution. The candidate must have thorough knowledge in following:

- Design and Implementation of HR Policies
- Employee Relations
- Statutory Compliance
- Employee Development And Training
- Performance management
- Wage & Salary Administration
- Hiring / Talent Acquisition

Candidates are expected to have high level of communication and negotiation skills.

3. Manager -Finance & Accounts

Graduates and Post Graduates in Finance & Commerce -preferably qualified Chartered Accountant (CA); with 3 to 7 years relevant experience - post CA qualification - in handling the book keeping, budgeting and accounting systems in a reputed organization, preferably academic institution.

4. Executive (Legal)

Law graduates with 2-3 years' experience in legal deptt in industry/ institute / legal firm. The person should have handled the legal matters including litigation, court proceedings and drafting of petitions and agreements independently. Thorough knowledge of Indian legal system and good working knowledge of statutory and regulatory provisions relating to deemed universities in specific and education sector in general shall be considered as an added advantage. Fresh Law graduates may also apply, who may be considered for training and junior level positions.

The computer based working is essential in above positions. Knowledge, skill with best practices in the respective functions besides good communication abilities shall carry extra advantage for the candidates. The salary, commensurate with the qualifications and experience, shall be best in the sector. The eligibility criteria of qualifications and experience may be relaxed for deserving candidates.

The applications duly filled in the Application format as available at the website may be sent by email at mail id recruitment@thapar.edu immediately but not later than **March 25, 2015**.

THOSE WHO HAVE ALREADY APPLIED NEED NOT APPLY

REGISTRAR