



24<sup>th</sup> February 2025,

To,

The Respected Principles | HODs | Placement Coordinators

All the Departments and Affiliated Colleges of Gujarat University

### **Job Fair of –Gujarat University Placement Cell -2023**

Dear Students,

#### **Greetings from Gujarat University Placement Cell (GUPC)!!**

Gujarat University Placement Cell has two vacancies one for HR Executive and Second for Peon.

**ROLES:** HR & Admin Executive

**COMPENSATION OFFERED:** Rs. 18,000/- per month (Contractual Basis ad hoc post) as per the policies of Gujarat University for contractual posts.)

**EDUCATION:** Graduates and Post Graduates

**Type:** Full-Time

**Interview Date:** 27<sup>th</sup> February 2025

**Interview Location:** B.K.School of Professional and Management Studies  
Gujarat University

**REGISTRATION LINK:** <https://forms.gle/daTMpJski1RbzoBKA>



### **About Gujarat University Placement Cell:**

Placement Drives are crucial events that connect students with prospective employers, providing them with invaluable career opportunities. These drives serve as a platform for students to interact with companies, understand industry requirements, and showcase their skills and abilities. Moreover, Placement Drives facilitate industry interface, enabling students to gain insights into various sectors and establish valuable professional networks. These events not only boost students' confidence but also equip them with essential employability skills, paving the way for their future success in the job market.

### **JOB DESCRIPTION:**

#### **1. HR & Admin Executive:**

- **Package:** Rs. 18,000/- per month (Contractual Basis ad hoc post) as per the policies of Gujarat University for contractual posts.
- **Job Locations:** Gujarat University, Ahmedabad
- **Job Description:**
  - Skills and responsibilities
  - Student Engagement
  - Employee Relationship Management
  - Placement Process Management
  - Data Management
  - Placement Cell Administration
  - Provide administrative support to the Placement Cell.



- Handle general office tasks such as managing correspondence, scheduling meetings, and maintaining office supplies.
- Organize job fairs, career development workshops, and other placement-related events.
- Compile and analyze HR-related data for reporting purposes.

**REGISTRATION LINK:** <https://forms.gle/daTMpJski1RbzoBKA>

Regards,  
**Dr. Kinjal Desai**  
Placement Officer (I/C)  
Gujarat University