

Sl.	Details	Description
1	Name of the post	Developmental Coach
2	No of posts	2 (Unreserved)
3	Nature of post	Purely temporary – on contract basis for six months, may be renewed on the basis of performance
4	Educational and other qualifications	<ul style="list-style-type: none"> The candidate should hold Post-Graduate degree or equivalent in any discipline from any recognized university with minimum 50 percent or equivalent marks.
5	Age	<ul style="list-style-type: none"> Below 70 Years
5	Desirables	<ul style="list-style-type: none"> A post graduate degree with minimum of 15 years of relevant work experience in any IIMs / prominent B-schools of national or international repute and or in the HR department of reputed corporate houses or Training agencies overseeing recruitment or learning and development functions is desirable. A highly motivated person with a pleasing personality and strong communication and interpersonal skills. Prior experience in handling training programme of management cadre or MBA students would be desirable. Should have excellent analytical abilities and should be an effective leader with high degree of administrative skills to handle the batch of Management students. He / She should be proficient in man-management with excellent interpersonal skills and ability to network with various internal stakeholders to smoothly run the training programme.
6	Experience	<ul style="list-style-type: none"> Post qualification experience at a senior or mid-level managerial cadre and at least 15 years in recruitment or placement activities out of which at least 5 years in handling training or L&D functions of a reputed Management Education Institute / University / College / Commercial organization of national / international repute.
7	Major Duties and Responsibilities	<ul style="list-style-type: none"> Designing and implementing end to end cycle of continuous training programme with the objective of making the students prepared for the job interviews. Taking sessions on verbal and oral communication on day to day basis Taking sessions on resume building Training students through arranging and conducting mock GD sessions in coordination with all internal stakeholders Training students through arranging and conducting mock interview sessions in groups and on one-to-one basis on regular basis Supporting the students during the campus recruitment processes Coordinating with all internal stakeholders like departments and various student bodies to run the training programme efficiently

		<ul style="list-style-type: none"> • Continuous monitoring of the deliverables of the training programme for qualitative and operational improvement of the process. • Keeping track of individual students training needs. • Maintaining database of students maintaining track of the improvements of the students on individual basis over the time period. • Any other functions or additional duties that may be assigned from time to time which shall warrant successful implementation
8	Key Skills required	<ul style="list-style-type: none"> • Skills and knowledge necessary for coaching, presentation skills and ability to deliver effective training • The candidate should have good communication skills (both written & verbal), interpersonal skills and multi-tasking abilities. • Good knowledge of MS-Office (Excel, Access, Word, Power Point) and other computer related tasks is essential. • Planning & organizing skills, Ability to do multiple-tasking, Team working skills, • Problem solving skills, Analytical Thinking, Process Oriented thinking • Ability to prioritize work opportunities in the department. • Excellent inter-personal skills, ability to interact with faculty, Internal departments and student bodies effectively, draft letters etc.
10	Consolidated remuneration	50,000 consolidated per month
11	Mode of application	The applicants are requested to apply through the link provided in the career tab of institute's website
12	Last Date of Application	15 days from the date of the advertisement

General Instructions

- Canvassing in any manner shall entail disqualification of candidature.
- No correspondence will be entertained from the candidates regarding the process of selection
- Number of vacancies may change depending upon the institute's requirements
- The applicant should apply only if s/he fulfils all the eligibility criteria. However, mere fulfilling the eligibility shall not vest any right to any applicants for being shortlisted for the selection process.
- Institute reserves the right to shortlist or reject the candidature/s of any or all applicants during any stage of the process without citing any reason thereof.
- Institute reserves the right to empanel candidates for future recruitment
- Institute shall have the right to relax the norms specified in the advertisement for exceptional candidates