SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

(University of Delhi), Pitampura, Delhi

Advt. No.: [SGGSCC/Admin/03/ 2026]

Issue Date [18th November, 2026] **Last Date: [29th November 2026], [Time 6:00 P.M.]**

RECRUITMENT OF PLACEMENT OFFICER

Training & Placement Cell | Full-time, Contractual (renewable on performance) | No. of Posts: 01

About the Role

Sri Guru Gobind Singh College of Commerce invites applications from results-driven placement professionals to lead its Training & Placement Cell. The Placement Officer will own the complete student journey, from first-year career readiness to final placement, and will build a strong bridge between academia and industry.

Programmes covered: B.Sc. (Hons.) Computer Science, B.Com (Hons.), B.Com (Prog.), B.A. (Hons.) Economics, Bachelor of Management Studies (BMS), B.A. (Hons.) Business Economics (BBE) , B.A. (Hons) Punjabi and Post-Graduate Diploma in International Marketing and Analytics (PGDIMA).

Core Mandate

Five priority areas for this role

- **Placement operations:** end-to-end ownership of drives, calendar, registrations, internships, offers and joining.
- **Network with HR:** a strong, verifiable network of HR leaders and talent acquisition heads in hiring organisations.
- **Student placement team development:** collaborate with and mentor the student team of the Placement Cell, building leadership and execution capacity. Collaborate with Placement Cells of other DU colleges and the University.
- **Academia-industry gap:** work with students of different departments and Faculty and Heads of Departments to identify and close skill gaps in every programme to organise domain-based training and development sessions .
- **Alumni Network:** build and capitalise on the alumni network for internships and placements.

Key Responsibilities

1. Placement Operations

- Plan and run the annual placement and internship calendar: pre-placement talks, tests, group discussions, interviews, offer rollout and joining follow-up.
- Manage company onboarding, job descriptions, eligibility mapping, student registration and shortlisting for all eight programmes.
- Maintain accurate records of students, hiring organisations, internships, offers and placements.
- Prepare official logs and periodic reports for the Principal, Governing Body, University, NAAC and NIRF. Data accuracy and timely reporting are critical to this role.

2. Network with HR in Hiring Companies

- Build and sustain relationships with HR heads, talent acquisition teams and hiring managers across IT/tech, BFSI, consulting, analytics, FMCG, marketing, international business and allied sectors.
- Secure MoUs, internship tie-ups and repeat hiring partnerships.
- Negotiate competitive salary packages and roles, and benchmark offers year on year.
- Create and run an alumni network for mentoring, referrals, internships and HR introductions.

3. Collaboration with the Student Placement Team

- Guide, train and supervise the student team of the Placement Cell in outreach, event management, documentation and HR coordination.
- Set team goals, review progress and ensure continuity through structured handover between batches.
- Collaborate with Placement Cells of other DU colleges and the University.

4. Alumni Engagement

- .Build and capitalise on the alumni network for internships and placements

5.Closing the Academia-Industry Gap

- Meet regularly with students and Heads of Departments of all programmes to understand curriculum strengths and industry expectations.
- Use HR and employer feedback to identify skill gaps by programme, and recommend and conduct add-on courses, certifications, workshops and industry sessions.
- Present a gap analysis with an action plan to the Principal and department heads each year.

5. Student Development: First Year to Final Placement

- Design and deliver a structured year-wise pipeline: career awareness, aptitude, communication, resume and LinkedIn, GD and interview practice, certifications and internship readiness.
- Publish a documented internship and placement strategy with targets for each department.

Essential Qualifications and Experience

- Post Graduation in HR, Marketing, Management or allied subjects from a recognised university with minimum 50% marks or equivalent grade.
- 3 or more years of relevant experience in placements, corporate relations, talent acquisition or business development, in a company, university, college or B-school.
- Demonstrable network with HR in hiring organisations (see Proof Required).
- Excellent written and spoken English and Hindi; strong negotiation and presentation skills.

Technology and AI Skills (Preferred)

- Strong IT skills: advanced MS Excel, Word and PowerPoint, Google Workspace, data management and reporting dashboards.
- Hands-on experience with placement management systems, applicant tracking and online assessment platforms.
- Working knowledge of AI tools for resume screening, interview preparation, outreach, data analysis and report generation, with awareness of responsible and ethical use.
- Ability to guide students on AI-era skills and on how employers are using AI in hiring.

Desirable

- Experience of placements across commerce, management, economics, computer science and international management programmes.
- Experience in corporate training, student mentoring or alumni relations.
- Familiarity with NAAC/NIRF placement documentation; Delhi University or undergraduate college experience.

Proof Required

1. List (Names) of at least 10-15 hiring organisations you can bring to campus where you already have contacts.
2. Record of placements and internships delivered in the last 3 years: average per year over the last three financial years (students placed, internships, organisations on campus) with highest, median and average CTC; offer letters for the highest CTC.
3. Documentary evidence such as MoUs, drive confirmations and HR testimonials

4. Two professional references, including one from an HR leader in a hiring organisation.

Remuneration

Consolidated monthly remuneration, commensurate with experience and placement track record; negotiable.

How to Apply

STEP 1 : FILL THE GOOGLE FORM (link : https://forms.gle/J5jSwpgdGHUkkGzq6)

STEP 2 : EMAIL THE DOCUMENTS

- Detailed CV
- One folder of self-attested certificates and evidence of experience and placements.

Email to **[**placementrecruitment@sggscc.ac.in**]** with the subject line **"Application: Placement Officer, SGGSCC"** by **[29TH November, 2026] [Time: 6:00 P.M.]**

For any assistance or query, please call or WhatsApp Mr Bhupinder Singh 9312089743 (Mon to Fri, 9:00 AM to 4:00 PM) or email to placementrecruitment@sggscc.ac.in

Selection Process

Shortlisting on the form and documents, then the strategy-note presentation, then the interview.. Claims may be verified. false claims or an unproven HR network lead to disqualification. Only shortlisted candidates will be contacted. Canvassing in any form will lead to disqualification.

The College reserves the right to modify requirements, increase or decrease the number of posts, or cancel the recruitment without assigning any reason. Any corrigendum will be published on the College website [www.sggscc.ac.in].

Principal
Sri Guru Gobind Singh College of Commerce, University of Delhi