



**Deccan Education Society's  
Fergusson College (Autonomous), Pune**

Applications are invited from the candidates for the post of an **Internship and On-the-Job Training (OJT) Officer, at Fergusson College (Autonomous), Pune.** Candidates having acquired necessary academic and professional qualifications and fulfilling other conditions applicable, may apply.

*Apply in two simple steps 1] Fill the basic details in online form 2] Email your resume to [principal@fergusson.edu](mailto:principal@fergusson.edu)*

Designation	Job Description	Qualification / Skills
Internship and On-the-Job Training (OJT) Officer	<ol style="list-style-type: none"> <li>1. Program Development: <ul style="list-style-type: none"> <li>• Design, develop, and implement internship and OJT programs.</li> <li>• Collaborate with departments to identify training needs and objectives.</li> </ul> </li> <li>2. Recruitment and Selection: <ul style="list-style-type: none"> <li>• Attract and select interns and trainees through various channels.</li> <li>• Conduct interviews, assessments, and screenings.</li> </ul> </li> <li>3. Orientation and Onboarding: <ul style="list-style-type: none"> <li>• Provide orientation to new interns and trainees.</li> <li>• Ensure they understand the organization &amp; policies, procedures, and culture.</li> </ul> </li> <li>4. Training Facilitation: <ul style="list-style-type: none"> <li>• Oversee the training process, including scheduling and monitoring.</li> <li>• Coordinate with mentors or trainers to ensure effective learning experiences.</li> </ul> </li> <li>5. Mentorship and Support: <ul style="list-style-type: none"> <li>• Pair interns/trainees with mentors or supervisors.</li> <li>• Offer guidance and support throughout the training period.</li> </ul> </li> <li>6. Evaluation and Feedback: <ul style="list-style-type: none"> <li>• Assess the performance and progress of interns/trainees.</li> <li>• Provide feedback and identify areas for improvement.</li> </ul> </li> <li>7. Compliance and Documentation: <ul style="list-style-type: none"> <li>• Ensure programs comply with relevant laws and regulations.</li> <li>• Maintain records of training activities and evaluations.</li> </ul> </li> <li>8. Reporting and Analysis: <ul style="list-style-type: none"> <li>• Prepare reports on program effectiveness and outcomes.</li> <li>• Analyze data to make improvements.</li> </ul> </li> <li>9. Relationship Building: <ul style="list-style-type: none"> <li>• Foster relationships with educational institutions and industry partners.</li> <li>• Promote the organization internship and OJT opportunities.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• <b>Essential:</b> Post Graduate.</li> <li>• <b>Preferable:</b> Post Graduation in Management or Mass Communication.</li> <li>• Empathetic people manager, a trusted advisor to the team.</li> <li>• Comfortable working in a matrixed organization, with the ability to build relationships with stakeholders and cross-functional teams.</li> <li>• Experience working with creative and operations agencies in an outsourcing capacity.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent presentation skills.</li> <li>• Comfortable dealing with CEO/COO level.</li> <li>• Excellent working with Excel, PowerPoint and other productivity tools.</li> </ul>


Work Experience	Compensation
The job profile of an Internship and On-the-Job training (OJT) Officer must have the experience in managing and facilitating internship programs and on-the-job training initiatives within an organization. This role-plays a crucial part in helping individuals gain practical experience and develop skills necessary for their career growth.	Fixed and consolidated salary of <b>Rs. 50,000/- (Rupees Fifty Thousand only) per month</b> . For deserving candidates, the consolidated salary as per industry standards, may be negotiated.

**How to apply and Terms & Conditions: -**

1. Fill the Basic Information through the online form provided in this website and email resume [Just attach resume and no other documents] to **placements@fergusson.edu**
2. The posts mentioned above are **permanently Non Grant** in nature.
3. The candidate should fill in the information with utmost care. Discrepancy if any, arising in future regarding the information in submitted application will be sole responsibility of the candidate.
4. Candidates must provide their own correct Postal Address and Mobile Number (preferably What's App No.) in their resume for easy communication.
5. Candidates should not forward their resume and application to any other E-mail address of the Institute or Deccan Education Society, Pune.
6. Decision of the Fergusson College(Autonomous), Pune shall be final, and no correspondence will be entertained regarding the short listed / selected candidates.
7. The shortlisted candidates for the above posts will be called for an interview.
8. The services of the selected candidates for above mentioned posts are transferable to any other non grant units of the college in case of administrative necessity.
9. The last date to apply is **5 days from the date of publishing this advertisement.**

Place: Pune  
Date: 28.11.2023



  
 Principal  
 Fergusson College(Autonomous),Pune Pune  
**Offg. Principal**  
**Fergusson College (Autonomous),**  
**Pune-411 004**