

**Walk-in-Interview for the Post of Alumni Relations and Placement Assistant for
Alumni Relation Cell**

Walk-in-Interview to fill up of One (01) Post of Alumni Relations and Placement Assistant for Alumni Relation Cell at Dr. SSBUI CET, Panjab University, Chandigarh on temporary basis at Fixed salary of Rs. 30,000/- for 11 months or as per the availability of funds and further extendable as per the requirement, will be held on 29.06.2026 (Monday). Details are mentioned below:

Name of the Post: **Alumni Relations and Placement Assistant for Alumni Relation Cell (01).**

Essential Qualifications

- Bachelor's degree in Business Administration (BBA) or Commerce (B.Com.) from a recognised University/Institution.
- Proficiency in MS Office suite (word, Excel, Power Point), networking and organizational skills.

Desirable Qualifications

- Experience in alumni relations, placement coordination, industry liaison, public relations or academic administration.
- MBA/PG Diploma in Human Resource Management, Marketing, Finance, Public Relations or allied disciplines.
- Familiarity with managing professional social media channels (LinkedIn, Face Book, Instagram groups), database tools and social media management

Age: 40 years upto 29.06.2026

Other Norms:

Key Responsibilities:

- Alumni Relations Cell Engagement
 - To serve as the voice of Alumni Office e.g. handling phone calls, emails, suggestions, inquiries from graduates, donors etc.
 - To maintain/update alumni databases with contact details, career progress, achievements etc. and to manage alumni association social media and Alumni Website content.
 - Coordinate alumni meet, reunions and networking events and to facilitate alumni contributions (mentorship, guest lectures, sponsorships).
 - To process office invoices, maintain account books, budget expenditure, event registration fees etc
- Training and Placement Cell Engagement
 - Facilitate internships, placement activities, campus recruitment drives and pre-placement talks.
 - Track placement statistics and prepare annual placement reports.
 - Coordinate industrial visits and industry academia interaction programs
- Communication & Outreach
 - Draft newsletters/pamphlets, event invitations and alumni updates.
 - Respond to alumni queries and maintain professional correspondence.

- Event Coordination
 - Assist in planning seminars, workshops and alumni–student interactions.
 - Handle logistics: Banking Transactions, venue booking, registrations, hospitality and feedback collection.
- Data Safety & Compliance
 - Maintain records of alumni donations, sponsorships, CSR and Alumni funds.
 - Ensure compliance with institutional and regulatory guidelines.
- Any other task that may be assigned by the Chairperson as and when required.

General Conditions:

- The engagement shall be purely temporary and shall not confer any right for regular appointment.
- The decision of the Institute shall be final in all matters.
- Prior Notice period of one month.

Venue of the Walk-in-Interview: Alumni Lounge, Dr. SSBUI CET, Panjab University, Chandigarh.

Date of walk-in-interview: 29.06.2026 (Monday)

Reporting time: 10.00 AM

The candidates are required to bring the prescribed application form which is available at <https://jobs.puchd.ac.in/show-forms.php>, with followings:

- Two photographs
- Two sets of photocopies of the certificates
- Original documents/certificate for verification.

No T.A./D.A. will be paid for attending aforesaid walk-in-interview

(Chairperson)

Alumni Relation Cell