



NALSAR UNIVERSITY OF LAW, HYDERABAD

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Advt.No.3 NALSAR/Recruitments/NTS/2026

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ADVERTISEMENT FOR THE POST OF TRAINING & PLACEMENT OFFICER

NALSAR University of Law, Hyderabad, a premier institution of national eminence in legal education and research is looking for qualified persons for the position of **Training & Placement Officer** who can manage and enhance the Department of Management Studies Placement activities of the University. This role involves forming strong industry connections, coordinating recruitment drives, preparing students for career opportunities and ensuring effective communication between students, faculty, and corporate partners.

No. of positions: One (1)

Required Qualifications & Experience:

- A postgraduate degree (or equivalent) in Management, Human Resources, or related field.
- Minimum **10 years of relevant work experience** in placement coordination, corporate relations, or career services.
- Strong networking and relationship-building skills.
- Excellent communication, presentation and organizational abilities.
- Ability to work collaboratively with students, faculty, and external stakeholders.

Key Responsibilities

- **Industry Engagement:** Establish and maintain relationships with corporate organizations, recruiters, and alumni to create placement opportunities.
- **Placement Coordination:** Organize campus recruitment drives, internships, and career fairs in collaboration with companies.
- **Student Preparation:** Conduct training sessions, workshops, and mock interviews to enhance students' employability skills.
- **Career Guidance:** Provide counseling and mentorship to students regarding career paths, industry expectations, and professional development.
- **Data Management:** Maintain records of student profiles, placement statistics, and recruiter feedback for reporting and continuous improvement.
- **Collaboration:** Work closely with faculty members to align placement activities with academic programs and industry requirements.
- **Brand Building:** Promote the department's strengths and achievements to attract top recruiters and enhance the university's reputation.

Roles & Responsibilities

- **Final & Summer Placements:** Conduct and coordinate final and summer placement activities.
- **Employer Negotiation:** Negotiate placement opportunities with employers and liaise with corporate HR personnel.

- **Seminars & Workshops:** Coordinate placement seminars, guest lectures, industrial visits, and workshops on interview skills, job readiness, and other vocational skills.
- **Internal Coordination:** Manage all internal placement activities in coordination with senior placement committee members and the placement office.
- **Company Database:** Prepare and maintain a database of companies, their contacts, and prospective employers exclusively for the department.
- **Student Support:** Work regularly and closely with students to classify skills, needs, interests, employment barriers, and available resources, while addressing every student's request or question concerning placement support.
- **TPAC Duties:** Perform other duties and tasks assigned by the Training & Placement Advisory Cell in a timely manner.

Employment Type & Remuneration: Full-Time Contractual position with consolidated pay of Rs.1,50,000/- p.m. Salary is not a constraint for the most deserving applicant.

Reporting

The Placement Officer will report to the Head of the Department of Management Studies and coordinate with the University's central placement cell when required.

Last date to apply: August 16, 2026.

Applications received through this [Google Form \(click here\)](#) will only be considered.
Google Form link: <https://forms.gle/onUkdxUWNRAefUMW8>

Registrar (I/c)