# DAMODARAM SANJIVAYYA NATIONAL LAW UNIVERSITY
# VISAKHAPATNAM

Advt. No._____ November 27, 2026

## ADVERTISEMENT FOR THE POST OF
## TRAINING & PLACEMENT OFFICER (FULL TIME CONTRACTUAL)

**Damodaram Sanjivayya National Law University,** Visakhapatnam, 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 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, Law or related field.
- Minimum **10 years of relevant work experience** in placement coordination, corporate relations, or career services.
- Experience of working with NLUs/Law Schools, with a proven track record in providing training, mentorship and career/placement services to students, particularly in reputed NLUs/Law Schools.
- 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 counselling 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 University strengths and achievements to attract top recruiters and enhance the university's reputation.

**Roles & Responsibilities**

- **Day Zero**: Conduct and coordinate end-to-end management of the Day Zero recruitment process in collaboration with the RCC and Placement Committee.
- **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.

**Institutional Alliance Building:**

- Establishing and nurturing permanent institutional relationships between DSNLU and law firms, business houses, financial institutions, and think tanks.
- Organising and facilitating conclaves, guest lectures, panel discussions, and collaborative engagements between DSNLU and external organisations.
- Structuring MOUs and long-term collaboration frameworks with key organisations for sustained engagement across multiple recruitment cycles.

**Internal Coordination: Manage all internal placement activities in coordination with Recruitment Coordination Committee and Internship Co-ordination Committee.**

- **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 Placement Committee in a timely manner.

**Important Information**:

i) Interviews will be held at the DSNLU Campus.
ii) Shortlisted candidates only, will be informed of the interview telephonically and over email.
iii) Meeting eligibility will not necessary qualify for the interview, further criteria may be included at the time of short listing.
iv) No TA/DA will be paid for attending the interview.
v) The selected candidates will receive monthly Remuneration as per the applicable norms. TDS @10% will be deducted.
vi) The appointment shall be for an initial period of one year, with the possibility of extension based on satisfactory performance, requirement of the University.
vii) The engagement shall be purely contractual and temporary in nature and shall not confer any right to regular appointment or absorption in the University.
viii) No additional benefits/perks shall be provided.

**Employment Type & Remuneration:** Full-Time Contractual position with consolidated pay of Rs.1,00,000/- p.m.
**Last date to apply: 27.12.2026**

For further details contact: registrar@dsnlu.ac.in / www.dsnlu.ac.in

Registrar (I/c)