

ANDHRA UNIVERSITY

VISAKHAPATNAM - 530 003

(NAAC Accredited with 'A' Grade and ISO 9001 : 2015 Certified)



THE REGISTRAR

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Employment Notification- S.II(Supdt.)/2023/02

Date:09-02-2023

ADVERTISEMENT FOR WALK-IN-INTERVIEW FOR THE POST OF ALUMNI RELATIONS EXECUTIVE

Walk-in-Interview scheduled on 22-02-2023 from 02:30 PM to 04:00 PM

Andhra University invites candidates for the post of Alumni Relations Executive purely temporary and on Contractual appointment basis from the Interested Candidates who fulfills the eligibility criteria as prescribed, may appear for the Walk-in-Interview with all the Original Certificates of Essential Qualifications, Experience with one set of photo copies of the same at Executive Council Hall, Central Administrative Office, Andhra University.

1. **Essential Qualification:** M.B.A. (HR/Marketing) or M.H.R.M. with 55% marks in the aggregate with Good IT knowledge is essential.
2. **Experience:** A minimum of ten years of experience as an Executive in a Public / Private sector with a minimum of 3 years experience in HRM/CRM in maintaining good relations with stake holders of an organization.
3. **Communication Abilities :** A good language skill in English, Telugu & Hindi.
4. **Consolidated Pay:** Consolidated pay of Rs. 75,000/- per month (all inclusive) that shall be paid by the A.U. Alumni Association.
5. **Duration:** One year Contract (Renewable on satisfactory performance).
6. **Job Description:**
 - (i) to correspond with the alumni to establish and maintain relationships;
 - (ii) to arrange for Alumni Reunion Programs at the campus and maintain network;
 - (iii) to facilitate Alumni registrations from the students;
 - (iv) to organize Alumni Interaction Programs to make students improve employment skill sets;
 - (v) to plan and execute programs for showcasing successful Alumni and arrange interaction meetings with faculty and students in all constituent colleges;
 - (vi) to involve in the Alumni database management and establish communication network to inform activities of Andhra University; and
 - (vii) other responsibilities as entrusted by the University authorities in assisting Alumni Office.

Note:

1. All the terms and conditions are as per rules of Andhra University.
2. No TA/DA will be paid for attending interview.
3. The post is to be filled up on purely temporary basis.

REGISTRAR

ANNEXURE

FORMAT OF APPLICATION

(Please submit at the time of attending walk-in-interview on 22-02-2023)

1. Post applied for Alumni Relations Executive on Contract and Temporary
2. Name in full:
(in BLOCK LETTERS)

3. Father's/Husband's/ Guardian's Name:

4. Date of Birth:

Day	Month	Year

5. Educational Qualifications (In chronological order from latest):

Sl. No.	Educational qualifications	Name of the Educational Institution	Class / Percentage	Year of pass

6. Work Experience after Essential Qualification (Details in chronological order from latest):

Sl. No.	Name of the organization	Designation	Period		Remarks
			From	To	

(P.T.O.)

- 7. (i) Address for Correspondence:
-
-
- (ii) Contact Number:
- (iii) e-mail ID:
- (iv) Permanent Address:
-
-
- (v) Contact Number:
- (vi) e-mail ID:
- 8. Any other information you may wish to add
- 9. Details of Enclosures:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Place:

Date:

Signature of the candidate