

## For on Website



### **VIDYA PRATISHTHAN**

**Vidyanagari, Tal. Baramati, Dist. Pune - 413133**

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Online applications are invited to the following posts at **VIDYA PRATISHTHAN'S IBM INNOVATION CENTER FOR EDUCATION, CENTRE OF EXCELLENCE** at **Sharadaniketan Girls Hostel, 23, Karve Nagar, Mahimna Society, Mavale Basti, Ganesh Nagar, Karve Nagar, Pune – 411 052. .**

<b>Post</b>	<b>Job description</b>	<b>Qualification &amp; Experience</b>
Skills Trainer (Male/Female)	<ol style="list-style-type: none"><li>1) Conduct the Practice Based teaching/ Learning sessions, Maintenance of labs &amp; equipment</li><li>2) Scheduling of Assignments,</li><li>3) Coordinating with Knowledge Partners for scheduling of lectures.</li><li>4) Keeping record of Lab attendance/ individual's assignments/ academic record.</li><li>5) Conduct of Practical tests.</li><li>6) Organize events, schedule venues</li><li>7) Create materials used in training</li></ol>	<ol style="list-style-type: none"><li>1) B E / B. Tech in Computer Science or Computer Engineering or IT</li><li>2) M E / M. Tech preferred</li><li>3) Certification in Advance Java/ Python/ AI/ ML from a reputed agency.</li><li>4) Strong knowledge and practical experience in AI/ML concepts, algorithms, frameworks</li><li>5) 2+ year's experience in Training Institute.</li></ol>
Marketing Executive (Male)	<ol style="list-style-type: none"><li>1) Networking with prospective students and admitting them into various courses at the centre</li><li>2) Tele-counselling, field visits,</li><li>3) Event management, organizing road shows/ presentations.</li><li>4) Content creation and handling digital Marketing, Social media management</li><li>5) Keeping record of admissions, Fees collections record updating</li></ol>	<ol style="list-style-type: none"><li>1) BBA / MBA in Marketing</li><li>2) Very good communicator</li><li>3) Knowledge of MS office, accounting, Tally &amp; ERP</li><li>4) Knowledge of SM handling</li><li>5) Result oriented and positive mindset for business growth</li><li>6) 2+ years experience matching JD</li></ol>
Office Assistant (Female)	<ol style="list-style-type: none"><li>1) To manage the front desk of the centre</li><li>2) To assist in all activities of the centre</li><li>3) Reception of Guests and visitors</li><li>4) Tele-counselling</li><li>5) Photocopying and allied tasks</li></ol>	<ol style="list-style-type: none"><li>1) Any Graduate</li><li>2) Good at communication in Marathi &amp; Hindi</li><li>3) 2+ Year Experience matching JD</li></ol>

Online application should be filled up in the prescribed Form (Click on the Given Link) given in our website within 10 days on the above address from the date of publication of this advertisement.

For details visit : [www.vidyapratishthan.com](http://www.vidyapratishthan.com)

**SECRETARY, VIDYA PRATISHTHAN**