COLLEGE OF ENGINEERING AND MANAGEMENT, KOLAGHAT

Kolaghat Thermal Power Plant Township (WBPDCL), Purba Medinipur, West Bengal - 721101

RECRUITMENT NOTICE

Student Relations Executive (Admission & Student Support)

Temporary Engagement on Hourly-Wage Basis

Advertisement No.: CEM/D/Rect/05/2026 **Date: 07/11/2026**

Applications are invited from eligible Indian citizens for one (01) temporary position of Student Relations Executive (Admission & Student Support) for an initial period of four months to support the College's admission, outreach and student-support activities.

Essential Qualifications and Eligibility

- Bachelor's degree in Engineering from AICTE recognized Institute or Master of Science from a Government University.
- Age between 18 and 35 years as on 1st January 2026. Relaxation shall be considered only under applicable rules and the College's approved recruitment policy.
- At least three years of experience in student counselling, telephone counselling or admission support at an educational institution, preferably a Government recognised undergraduate or postgraduate institute.
- Working knowledge of computer applications, document preparation, spreadsheets, email and online data entry.
- Effective communication and interpersonal skills, with the ability to communicate in Bengali, Hindi and English.
- Candidates should be young, within the prescribed age limit, energetic and dynamic, with a positive attitude and a proactive approach to admission and student-support activities.
- Candidates should possess a sober, gentle and courteous demeanour, with the ability to build rapport and create a favourable impression on students, guardians and other stakeholders through confident and respectful communication.
- Candidates should demonstrate a cooperative spirit and the ability to work effectively as part of a team, coordinate with colleagues and contribute to shared institutional goals.

Desirable Qualifications

- Diploma or recognised qualification in Computer Applications and/or Desktop Publishing.
- Experience in undergraduate teaching, academic coordination, examination-related work or preparation of educational materials.

Duties and Responsibilities

- Counsel prospective students and guardians using accurate, College-approved information; handle telephone and in-person enquiries and follow up with applicants.
- Maintain enquiry databases, counselling records and daily activity records; submit weekly progress reports to the Admission In-charge.
- Assist with applications, document submission, admission formalities, university registration and scholarship-related follow-up.
- Support school visits, seminars, education fairs, campus visits and guardian interactions.
- Coordinate communication among students, guardians, academic departments and the admission office, including outside the admission season.
- Meet reasonable work targets and deadlines communicated by the Admission In-charge.

The employee may be assigned additional tasks beyond the responsibilities listed above, as deemed appropriate by the Admission In-charge or the competent authority, provided such tasks are relevant to admission, outreach and student support.

Remuneration and Conditions of Engagement

1. Tenure and renewal: The initial engagement shall be for four months from the date specified in the appointment letter. Renewal shall not be automatic and shall require written approval, based on institutional requirements, satisfactory performance and conduct, and availability of funds.

2. Wages: Remuneration shall be ₹70 per hour, equivalent to ₹560 for eight hours of ordinary duty, or the applicable statutory minimum wage, including mandatory revisions and allowances, whichever is higher. Applicable daily or monthly minimum-wage requirements shall be met.

3. Reporting authority: The employee shall report to the Admission In-charge and perform assigned duties under his/her supervision and guidance. The College shall determine the duty roster and allocation of related responsibilities within the appointment terms and applicable law.

4. Working hours and weekly holidays: Ordinary duty shall comprise eight hours of actual work per full working day, excluding prescribed rest intervals, and shall not exceed 48 ordinary working hours per week. Weekly off days, rest intervals and leave shall be provided in accordance with the approved duty roster and applicable law.

5. Attendance and payment: Monthly wages shall be based on verified attendance and recorded duty hours, together with legally payable holidays, leave and other entitlements. Deductions shall be made only as permitted by law, and wages shall be paid within the statutory deadline.

6. Working lunch or meal allowance: For each day of physical attendance for a full scheduled working day, the employee shall be entitled to either a complimentary working lunch at the College hostel canteen or a meal allowance of ₹80 in lieu of lunch. The preferred option shall be communicated in advance. Both benefits cannot be claimed for the same day. Any meal allowance shall be settled with monthly wages and shall be additional to, and not adjusted against, the applicable statutory minimum wage.

7. Mobile phone and communication allowance: The employee may be provided with a dedicated mobile phone and a College-provided SIM card with data and calling facilities for official duties. If these facilities are not provided, a communication allowance of ₹400 per month may be paid towards data and talk-time expenses for official work.

8. Overtime and holiday duty: Prior approval shall be obtained for overtime or work on designated weekly holidays. Such work shall comply with applicable statutory limits, consent requirements, overtime rates and compensatory-rest provisions. The approval procedure shall not override statutory payment obligations.

9. Leave and absence: Planned leave shall require prior approval. Emergencies shall be reported promptly to the Admission In-charge. Unauthorised absence, repeated lateness or failure to perform assigned duties may result in appropriate action under the appointment terms and applicable law.

10. Travel and reimbursement: The place of work shall ordinarily be College. Authorised travel for outreach and admission-related activities may be required. Reimbursement shall be subject to prior approval, applicable College rates and supporting documents.

11. Confidentiality and authority: The employee shall maintain utmost confidentiality of all sensitive College information, including data, contact details and records relating to prospective students and their guardians. Such information shall be used solely for authorised official duties and shall not be shared, disclosed or made accessible to anyone other than the Admission In-charge or the competent authority of the College. The College may require the employee to submit a separate signed confidentiality undertaking in this regard. The employee shall not make unauthorised commitments regarding admission, fees, refunds or collect payments without written authority.

12. Institutional property and handover: Work-related records and materials shall remain in the College's custody. On expiry or separation, the employee shall complete the prescribed handover and return institutional property, including any mobile phone and SIM card provided, records and access credentials. Statutory payments shall not be withheld beyond legally permitted timelines.

13. Performance and separation: Performance shall be reviewed periodically against attendance, punctuality, communication quality, accuracy of records, timely follow-up, completion of assigned work and professional conduct. Early termination, resignation, notice and settlement shall be governed by the appointment letter and applicable law. Misrepresentation, misconduct or breach of confidentiality may attract appropriate action following the required procedure.

14. Statutory benefits and employment status: Applicable statutory benefits shall be provided according to coverage and eligibility. This temporary engagement does not, by itself, confer a right to permanent appointment or regularisation. No condition shall exclude or reduce a mandatory statutory entitlement.

15. Accommodation and non-residential engagement: This is a temporary, non-residential assignment to be performed within the stipulated duty hours, subject to the provisions on authorised overtime and holiday duty above. The employee may stay in the College hostels whenever required, subject to availability and prior written permission from the competent authority of the College. Such permission shall specify the approved period of stay and applicable conditions. The employee shall comply with the hostel rules and vacate the accommodation upon expiry of the approved period unless an extension is granted in writing. Permission for a hostel stay shall not confer any entitlement to permanent residential accommodation or staff quarters, or require the employee to remain available for duty round the clock. Mandatory statutory entitlements shall remain unaffected. Approved lodging expenses incurred on authorised official travel shall be governed by the College's applicable travel and reimbursement rules.

Selection Procedure

Selection shall comprise shortlisting, a practical computer assessment, a counselling and communication assessment, and an interview.

- Meeting the minimum eligibility criteria does not guarantee shortlisting or selection. The College may apply objective shortlisting criteria based on relevant qualifications and experience.

- Appointment shall be subject to verification of original documents and the accuracy of information furnished. False information or suppression of material facts may lead to rejection or appropriate action after appointment, subject to applicable procedure.
- For employment verification, the College may seek original appointment letters, salary statements or pay slips from current and previous employers, and corresponding bank statements at the interview.
- No travelling or daily allowance shall be paid for attending the selection process unless required under applicable rules or expressly approved by the College.

Application Procedure

Submit a signed application, detailed CV, recent photograph and self-attested copies of age proof, academic and computer qualifications, and previous appointment letters and experience certificates to:

The Registrar
College of Engineering and Management, Kolaghat
Kolaghat Thermal Power Plant Township (WBPDCL), Purba Medinipur, West Bengal, PIN- 721171

Email: recruitment@cemk.ac.in

Email subject / Envelope superscription: “Application for Student Relations Executive (Admission & Student Support) — Temporary Engagement”

Last date and time for receipt of applications: 25th November, 5:00 PM

Applicants must provide a valid mobile number and email address. Incomplete or late applications are liable to be rejected.

The College may shortlist candidates, defer the process, leave the position unfilled, or modify or cancel the recruitment for recorded administrative reasons, subject to applicable law and its approved recruitment policy. Material changes shall be notified on the College website.

Registrar

College of Engineering and Management, Kolaghat