



Inderprastha Engineering College (IPEC) – a Glance

- Pioneer education provider in multi disciplines at undergraduate and postgraduate level (B.Tech,M.Tech,MBA, MCA, BBA, BCA)
- **NAAC A+** accredited Institution, **NBA** accredited courses, ISO 9001:2015 Certified
- Carrying the successful legacy of **+25 years (Silver Jubilee)**
- Among **top 10 institutions** affiliated to Dr. APJ Abdul Kalam Technical University (AKTU, U.P.)
- Vision to provide **National Leadership** by excellence in Education, impacting society by *Globally competent* technologies.
- Highly inquisitive students who take risks, experiment, and put novel ideas into action.
- Holistic Development – Shaping young **Do Engineer leaders**.
- Have world class collaborative LEARNING infrastructure for teaching learning practices.
- Hiring *Distinguished faculty members* from the Institutes of repute.
- Our core belief is IPEC Team (**I**-Integrity, **P**-Perseverance, **E**-Encouragement, **C**-Courage, **T**- Transparency) leading to collaborative work accomplishment
- Hi – Tech, *Lush Green* Sprawling 7.81 acres, **vibrant Learning** Ecosystem, campus, just 2 Kms away from Anand Vihar ISBT (National Capital), in the midst of Industrial Area

We are looking for *passionate researchers/out of box thinkers/academicians* who have a **go-getter** attitude, have **fire to innovate**, works with **technology driven progressive mindset** and execute the concept of **sustainability** in each task in **learning process** delivery.

We are offering to the *right candidate* an **excellent compensation package** along with the tools and the environment to *foster intellect and new ideas*.

If you want to **CONTRIBUTE** meaningful to the society at large, join us.

ABOUT JOB

Designation: Aptitude Trainer

Role Purpose: To design and develop customized learning plans for students for their professional and personal development in the field of quantitative Aptitude skills to raise the selection rate in the job placement of the top companies.

A. Knowledge

Curriculum Development:

- Design and develop comprehensive training modules on Quantitative Aptitude and Logical Reasoning aligned with placement test patterns of leading companies.
- Regularly update the training content to reflect current trends in placement exams and company-specific requirements.

2. Classroom Training:

- Deliver engaging and interactive classroom sessions on Quantitative Aptitude and Logical Reasoning.
- Ensure students understand the core concepts of topics such as arithmetic, algebra, geometry, number systems, data interpretation, logical puzzles, and analytical reasoning.
- Provide shortcuts and tricks for solving problems efficiently under time constraints.



3. Practice and Assessment:

- Conduct regular practice sessions, quizzes, and mock tests to assess students' progress.
- Provide individualized feedback and guidance to help students improve their weak areas.
- Develop customized training strategies for students based on their proficiency levels.

4. Mentorship and Support:

- Offer mentoring to students to boost their confidence in tackling aptitude tests.
- Create a supportive learning environment to reduce students' anxiety about placement exams.
- Address individual concerns and provide one-on-one sessions if required.

5. Performance Tracking and Reporting:

- Track the performance of students through regular assessments and provide detailed reports to the training coordinator or management.
- Ensure that students are placement-ready within the set timelines of their academic programs.

6. Coordination with Other Trainers:

- Work closely with verbal and soft skills trainers to ensure a holistic approach to the placement preparation process.
- Coordinate with the placement cell to understand specific company requirements and tailor the training accordingly.

7. Technology and Tools:

- Leverage digital tools, online platforms, and apps to conduct online quizzes, assessments, and sessions if required.
- Familiarize students with the types of online assessments and tests they may face during placement exams.

8. Continuous Improvement:

- Keep track of changing trends in campus recruitment tests and continuously enhance the training curriculum.
- Gather feedback from students and placement officers to improve the effectiveness of the training program.

9. Placement Support:

- Support students during the actual placement drives by conducting refresher sessions, last-minute tips, and motivational sessions before interviews and tests.



B. Functional Skills

- Expertise in Quantitative Aptitude, Logical Reasoning, Numerical Reasoning. Mathematical Concepts
- Strong Mathematical Skills, Analytical Skills to simplify complex problem solving
- Knowledge of digital tools, online learning platforms, and resources for training and assessments.
- Competency of Nurturing Students
- Excellent interpersonal & content delivery skills.
- Excellent Communication skills.
- Ability to engage students constructively.
- *Academia & Industry connect*

C. Attributes

- Creative in delivering training.
- Dynamic, energetic, team player, thrives among strong colleagues.
- Ability to work in *fast paced evolving environment*.
- Be willing and able to exercise judgment and take risks.
- Accept criticism and *constructive feedback*, while being extremely adaptable and flexible.
- Reflection of an *impeccable persona in walk-talk* while dealing with academia

D. Qualification & Years of Experience as per norms:

- A graduate or postgraduate degree in Mathematics, Statistics or related field,
- *Master's degree in business administration (MBA) desirable*
- *Certification in Quantitative Training, Analytics preferred*
- Industry & Global Experience is desirable.

E. Salary:

- As per standard norms

F. Location:

- Sahibabad, Ghaziabad (Delhi/NCR), 2 Kms away from Anand Vihar

G. Apply for the position by sending your CV at career@ipec.org.in

H. Visit our website's career page at www.ipec.org.in