

RECRUITER GUIDELINES AND PLACEMENT FORM TISS TULJAPUR

The campus placement activity is undertaken by the Career Guidance and Placement Cell (CGPC) of TISS, Tuljapur. Once an organization confirms its participation, the information provided by it is made available to the students. This is followed by a process of slotting organizations, which is done to ensure that the process goes on smoothly and with minimal logistical inconvenience. Once the slots are decided, the same will be communicated to the organizations and the dates of placement process are fixed.

Organizations are required to follow the following rules:

1. Organizations wishing to recruit MA students from the Tata Institute of Social Sciences will have to communicate their interest for the same, either by posting the TISS Placement Form to the specified address provided in the placement brochure, or by email to the CGPC Faculty Convenor.
2. The following details are used to allocate the slots: Job profile being offered, compensation and perks, geographical location and mobility, number of positions offered etc. The procedure for allocating slots for prospective recruiters during the placement process will be in accordance with ranking criteria set by CGPC.
3. The Placement process will comprise;
 - a. Pre-Placement Talk (PPT)
 - b. Collection and handing of CVs of interested candidates to the recruiter
 - c. Selection process by the recruiter and
 - d. Handing over the list of selected candidates for Placement to CGPC.
4. During the pre-placement talk, the recruiter will make a presentation about the organization, the job profile and respond to the queries of students.
5. Selection of students is to be confirmed in writing before leaving the TISS Campus.
6. TISS must receive the appointment letters within seven days of selection process.
7. All organizations are requested to prepare a waiting list, in addition to the list of students selected for recruitment.
8. No one-to-one interaction by the recruiters is allowed with the candidate before the final selection. Any communication regarding the placements should be made only with the CGPC Faculty Coordinator or Student Coordinators mentioned in the brochure.

TISS PLACEMENT FORM 2017-18 (to be filled and sent to CGPC)

To,
Mr. Bipin Das
Faculty Coordinator
Career Guidance and Placement Cell,
Tata Institute of Social Sciences Tuljapur, Maharashtra – 413 601,
India

Sir, we would like to visit your institute for recruitment of final year students of the M.A./
M.Sc. The necessary information for the same is provided below:

Name of the Organization:

Contact address:

Contact person:

Designation:

Tel (O): (+91) _____ Tel: (+91) _____

Fax:

(+91) _____ Email: _____

Profile of the job being offered:

Number of vacancies (in words): _____

Designation offered*: _____

Place of Posting

: _____

Training period if any: _____ Months/Years, Probation period if any: _____

Months/Years Bond period/Amount (if
any): _____

Annual/Monthly Gross Pay: ₹ _____ Besides
Gross Pay, what other benefits are to be provided (allowances for mobile, travel, health,
accommodation)

Mode(s) of selection (Please mention the selection process you wish to follow. For example
written test, GD, PI, etc.)? : _____

Requirements for Pre-Placement Talk (PPT) presentation (Please select):

Laptop [____] LCD projector [____] other (Please mention)

Requirement Video Conference facility: Yes [____] No [____]

Declaration

I, hereby agree to, abide by the placement rules laid down by the Career Guidance and
Placement Cell.

Thanking you. Name: Designation: (Signature) Email:

Place:

*If there are different job offers, kindly photocopy/scan and fill separate forms for each. For
any assistance with the TISS Placement Form 2016-'17 you may send a mail to

(cgpc@tiss.edu) or call

CGPC Faculty Coordinator/Student Coordinator mentioned in the placement brochure.