RECRUITER GUIDELINES AND PLACEMENT FORM - TISS TULJAPUR

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

Organizations are required to follow the following rules for placement process:

1. Organizations wishing to recruit MA students from the TISS Tuljapur Campus will have to communicate their interest for the same, by filling the TISS Placement Form. The filled-up placement form has to be sent either by posting it 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 according to the convenience of both the parties and/or accommodated on mutually convenient days.

3. The Placement process will comprise of:
   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. Organization should confirm selection of students in writing before leaving TISS Tuljapur Campus.

6. TISS Tuljapur 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 2018-19 (to be filled and sent to CGPC)

To,
Mr. Bipin Das
Faculty Convenor
Career Guidance and Placement Cell,
Tata Institute of Social Sciences (TISS) Tuljapur, Maharashtra – 413601,
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, Group Discussion, Personal Interview, etc.):

__________________________________________

Requirements for Pre-Placement Talk (PPT) Presentation (Please select):
Laptop [____] LCD Projector [____] Other (Please mention)

__________________________________________

Requirement of 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 2018-19 you may send a mail to cgpc@tiss.edu or call CGPC Faculty Coordinator/Student Coordinator mentioned in the placement brochure.