

**About an Organisation**

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| **Name of the Organisation**      **Postal Address**       **Website**       **FAX**         |

|  |
| --- |
| **Category** |
| **[ ]** Private | **[ ]** MNC |
| **[ ]** Govt. | **[ ]** PSU |
| **[ ]** Other |       |
|  | (if other Please specify) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **HR Executive** | **Another Contact Person** | **Alternative Contact Person** |
| **Name** |       |       |       |
| **Phone** |       |       |       |
| **Mobile** |       |       |       |
| **Email** |       |       |       |

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| **Sector** |
| **[ ]** Core Engg. | **[ ]** Consulting | **[ ]** R & D  |
| **[ ]** IT | **[ ]** Networking  | **[ ]** Marketing |
| **[ ]** Other  |       |
|  | (if other Please specify) |

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**Job Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Designation** | **Compensation (per annum)** | **Bond / Service Contract, if any** |
| **Cost to Company [ CTC ]** | **Take Home** |
| B.E. |       |       |       |       |
| M.E. |       |       |       |       |

**Job Description**

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| --- |
|     |

**Eligibility Criteria**

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| --- | --- |
| **CGPA (on 10)** |       |
| **XII %** |       |
| **X %** |       |
| **Age Limits (if any)** |       |
| **Do you consider students with current (Active) / back failures** |   |

**Selection Process**

|  |  |  |
| --- | --- | --- |
| **Shortlist from CGPA** | [ ]  Yes  | [ ]  No |
| **Shortlist from Resumes** | [ ]  Yes  | [ ]  No |
| **Technical Written** **Test** | [ ]  Yes  | [ ]  No |
| **Aptitude Test** | [ ]  Yes  | [ ]  No |
| **Group** **Discussion** | [ ]  Yes  | [ ]  No |
| **Technical Interview** | [ ]  Yes  | [ ]  No |
| **HR** **Interview** | [ ]  Yes  | [ ]  No |

**To be considered for Recruitment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discipline** | **B.E.** | **M.E.** | **Number of Students you intend to recruit** (not necessarily be committed) |
| **Chemical Engineering** | [ ]  |  |      |
| **Civil Engineering** | [ ]  |  |      |
| **Electrical Engineering** | [ ]  |  |      |
| **Environment Engineering** | [ ]  |  |      |
| **Mechanical Engineering** | [ ]  | [ ]  Energy Engineering |      |

**Campus Recruitment Procedure**

1. Send the filled in Company JNF Sheet to T&P cell via email/post.
2. Mutually convenient date can be fixed over further communications.
3. Pre-Placement Talk, Written Test, GD, Interviews can be conducted by company on given date(s).
4. Final selection completed on same day and offer letters dispatched to TPO on a later day.

Date:

Place: Sign

 (HR Manager/Executive)