Placement Guidelines for Recruiters

The campus placement activity is undertaken by the Career Guidance and Placement Cell (CGPS) of School of Rural Development at 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 date of placement process will be fixed.

Organizations are required to follow the following rules:
1. Organizations wishing to recruit MA Social Work in Rural Development (MASW) students from the Tata Institute of Social Sciences will have to communicate their interest for the same, either by posting the TISS Placement Form provided in the website to the specified address, or by fax/email to the CGPC Faculty Convener.
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 of
   a. Pre-Placement Talk (PPT)
   b. Collection and handling of CVs of interested candidates to the recruiter
   c. Selection process by the recruiter and
   d. Handling 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. Off-campus placement through video conferencing and other web/telephonic media will also be facilitated by the CGPC for those recruiters who may not be in a position to visit the campus.
9. 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 Convener or Student Coordinators mentioned in the brochure.