CAREER GUIDANCE PLACEMENT CELL, TISS

Placement Rules for Recruiters

The campus placement activity is undertaken by the Career Guidance and Placement Cell (CGPC) of School of Social Work at TISS. Once a recruiting organisation confirms its participation in the Campus Placement, the information provided is used for slotting a date for the organisation for conducting the recruitment process at Campus. Once the slot is decided, the same is communicated to the organisation for confirmation.

Organizations are required to follow the following Placement Rules:

1. Organizations wishing to recruit graduating students from MA in Social Work, MA Social Work in Disability Studies & Action, and MA in Management of Voluntary Organisations from the Tata Institute of Social Sciences will have to communicate their requirement in prescribed TISS Placement Form.
2. The following details used to allocate the slots for conducting recruitment process at campus: Job profile being offered, compensation and perks, geographical location and mobility, no. of positions offered, etc. The procedure for allocation of slots for prospective recruiters during the placement process will be in accordance with the ranking criteria set by CGPC.
3. The placement process will comprise of
   a) Pre-placement talk (PPT may be conducted on a mutually convenient date before the placement week or during the placement week itself)
   b) Collection and handing over of CV of interested students to the Recruiter
   c) Selection Process by the Recruiter, and
   d) Handing over the list of selected candidates for final Placement to CGPC, before leaving the Campus.
4. During the pre-placement talk, the recruiter will make a presentation about the organisation, the job profile and will respond to the queries of students.
5. TISS CGPC must receive the appointment letter within the seven days of selection process.
6. All organisations are requested to prepare a waiting list, in addition to the list of student selected for recruitment.
7. No one-to-one interaction by the recruiter is allowed with the students before the final selection, except during the interview.
8. Organizations will not be allowed to shortlist candidates based on the information given on the Placement Brochure available/sent to them.
9. Carrying over of processes into the next day, having multiple interviews by the same recruiters, off campus interviews, etc. are not allowed.
10. CGPC will also facilitate Off-Campus Placement through video conferencing, skype, chat or telephone interview for the Recruiting Organisations that may not be in position to visit the campus. Off-Campus Placement will take place only after the Campus Placement Week.
Personal Interview at the office of the Recruiting Organisation can be facilitated on mutually convenient date and the Recruiting Organisation has to provide for travel and local hospitality.

11. In relation to the selection process, the organization is requested to take a note of following suggestions:
   i) Written Test may not be used for elimination purpose.
   ii) In Personal Interview, following questions will not to be answered by the candidates
       - Family background, family occupation, and economic status of family.
       - Caste / Class / Religion / Nationality

   In case of any claim/complain from the candidates regarding the above issues, CGPC will be at liberty to intervene or even cancel the selection process.

12. Any communication regarding the placements should be made only with the CGPC Faculty Convener / Student Co-ordinator.

**PLACEMENT FEE:**

*Option One:* Rs. 5000/- (with entitlement for one night accommodation for two recruiters, airport/station pick up and drop facility and food during stay at Campus)

*Option Two:* No fee. (Any assistance needed by the recruiter will be facilitated at actual cost)

**NOTE:** All dates are tentative and are subject to change however all parties concerned will be intimated in advance.

- **Last date for receiving TISS Placement Form 2013 (email/fax/post):** January 18, 2013.
- **Pre-Placement Talks begin from:** January 01, 2013 (Mon-Sat: 6 PM onwards & Sun: 9 AM onwards).
- **Confirmation of Slots to the Recruiting organisation:** January 25, 2013.
- **Campus Placement Week:** 4 Feb – 10 Feb, 2013.

Please email/fax/post the TISS Placement Form 2013 at the earliest to:

Prof. Swapan Garain  
Faculty Convener  
Career Guidance & Placement Cell  
Tata Institute of Social Sciences  
Deonar, Mumbai-400088, India.

Mobile: 09223541349  Phone: +91 22 25525413  Fax: +91 22 25525050 (Attn Dr. Garain)  
Email: tisscgpc@gmail.com

*Faculty Team:* Prof. H Beck (Dean,SSW), Dr. Vijay Raghavan, Dr. Shewli Kumar, Ms. Anjali Dave.  
*Student Team:* Kunal (Student Coordinator-9869314911), Arvind, Charles, Chandrakant, Saurabh.