CGPC Placement Rules 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 placement brochure to the specified address along with the placement fee, or by fax/email to the CGPC Faculty Convener.
2. Every participating organization/recruiters is required to pay a placement participation fee of Rs. 3000/- towards the placement process related expenses.
3. 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.
4. 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.
5. During the pre-placement talk, the recruiter will make a presentation about the organization, the job profile and respond to the queries of students.
6. Selection of students is to be confirmed in writing before leaving the TISS Campus.
7. TISS must receive the appointment letters within seven days of selection process.
8. All organizations are requested to prepare a waiting list, in addition to the list of students selected for recruitment.
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 Coordinator or Student Coordinators mentioned in the brochure.
TISS PLACEMENT FORM 2013 (to be filled and sent to CGPC-SRD)

To,
Mr. Manoj Joseph
Faculty Coordinator
Career Guidance and Placement Cell
School of Rural Development, 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. Social Work in Rural Development. The necessary information for the same is provided below:

Name of the Organization: ______________________________________
Contact address: __________________________________________________
Contact person: ___________________________________________________
Designation: _____________________________________________________
Tel (O): (+91)_________________________  Tel: (+91) _______________________
Cell Phone: (+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: Rs. ________________________________
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 [____]
Preference for placement venue: TISS, Tuljapur [____] TISS, Mumbai [____] TISS, Hyderabad [____]

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: _______________________________

*N.B.: If there are different job offers, kindly photocopy/scan and fill separate forms for each.
For any assistance with the TISS Placement Form 2013 you may send a mail to (cgpc@srd.tiss.edu) or call CGPC Faculty Coordinator/Student Coordinator mentioned in the placement brochure.