

Placement Process

PHASE-I

- The invitation containing the relevant information is sent to the companies/organizations through email in the month of June/July every year.
- The Process of Placement starts from August month every year for final year students.
- Companies/organizations fill the data such as GD, CTC, Branches, Cut-off criterion and tentative date and send it back to the Training and Placement Office, via email. This forms the primary basis of communicating the job-profile being offered to the candidates.
- The Training and Placement Office allots a date to the company as per the ranking by the students. The company is ranked on the basis of following parameters:
 - Job profile and growth prospects.
 - The package (CTC) being offered by the company.
 - Past record of recruitment at VJTI.
 - Feedback from the students regarding the company.
- The company can confirm or negotiate the dates with the placement Office.
- The above details are made available to the students on Placement Notice board.
- Suitable dates for Pre-Placement Talk (PPT) are decided after discussions between the company and the Training and Placement Office.
- After confirmation from the company, students are notified for the PPT date.
- Interested students sign their willingness by registering for the company and TPO CRs will submit the updated standard data in Excel sheet.
- Resumes of the interested students (if required) are made available to the companies for the purpose of short listing.
- The list of short-listed students is mailed to the Training and Placement Office prior to the campus selection date.
- Once the student applies for a company, he/she is supposed to complete the entire procedure and is not permitted to back off in between.

PHASE-II

- The company visits VJTI campus and conducts its PPT and placement process.
- Companies conduct the written technical/aptitude test, group discussion/personal interview as a part of their selection procedure.
- The company may also, if interested, conduct selections for summer internships of the pre final year students on the same day as it's a general procedure followed by companies.

- During the placement session, more than one company may visit the campus on a particular day. In this case a company may be asked to follow either declaration of result on the spot or End of the Day procedure.
- Please note that the facility of video conferencing as well as telephonic interview can be availed at the campus for the purpose of interviewing candidates in case the company is unable to visit the campus.
- If the number of short-listed students is less and if the company demands, students will have to visit their specified company location for interview.
- The company/organization is required to declare the final list of selected students as soon as possible after the final completion of procedure to avoid overlapping. The selected students may not be allowed to sit in further job interviews as per the placement policy of the institute.
- The offered students sign offer letter and a copy is forwarded to the company.
- In case a student appears for more than one company interview process due to non-declaration/delay of the results by the earlier company, then the company who declares result first then the selected student won't be eligible for another company even if they select him later on and hence student is not eligible to claim the other job.
- **In case of any discrepancy, the decision of Professor- In charge, Training and Placement Office, VJTI will be final.**
- Expected joining date of the students from placement office suggested to the companies are as follows:
 - UG students: after 1st week of July, 2020.
 - PG students: after 1st week of August, 2020.
- Any correspondence with the students regarding offer letters or any other matter should only be done through the Training and Placement office.
- **Students are not allowed to contact by phone or email to the company HR/authority directly.** In case of any emergency they should approach respective TPO CRs and if required to the TPO. If any student is found to do so then appropriate action will be taken against the respective student.
- Selected students will have to join company as per dates communicated by company. At the time of joining, Student should send joining letter to TPO office by mail/Email.