**Application Form**

Affix your recent passport size photograph

Please strike out whichever is not applicable.

Please fill the form with your own handwriting.

Name of the post applied for **Training and Placement Officer**

**Part 1**

**(General)**

1. Name in Full (In CAPITAL Letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Place of Birth (City/District & State): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of Birth : DD\_\_\_\_\_\_\_\_MM\_\_\_\_\_\_\_\_\_YY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Gender : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Marital status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Father’s Name/Husband Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PIN Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Address for communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PIN Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Alternate Contact No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. PAN Card No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Aadhar card No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Blood Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. LinkedIn profile link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part-2**

**(Qualification and Experience)**

1. Educational/Professional Qualifications in reverse chronological order (Attach attested copies of Certificates and Mark Sheets)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination Passed | Board/ | Duration of Degree | Year of | % of | Div. |
|  | University |  | Passing | Marks |  |
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1. Technical qualifications, if any

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| --- | --- | --- | --- |
| Examination Passed | Board/ | Duration of Degree | Year of |
|  | University |  | Passing |
|  |  |  |  |
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1. Details of employment, if any in reverse chronological order (Attach separate sheets, if necessary).

Experience (Teaching/Research/Industrial etc.) if any:

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Nature of work | Regular/  Temporary | Period of | | Total  Emoluments |  |
| Name of the | Post | Employment | |  |
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| Organization | held |  |  |  |
| From | To |  |
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1. Please provide relevant experience as a Training and Placement Officer only needs to be listed (Attach Photocopies of Relevant Certificates):

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| --- | --- | --- | --- | --- | --- | --- |
| # | Section/ Office/ Institute level Committee | From | To | Position Held | Responsibility Type | Responsibilities |
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1. Professional affiliation:




7. Explain your motivation for being Training & Placement Officer:
8. Any other Relevant Information (Details of Special achievements, Awards, Trainings, etc., if any):
9. List of top companies where the applicant placed candidates and no. of candidates placed
10. Recruitment process adopted in brief.
11. Best practices followed in the annual placement process
12. Type of training offered to students to facilitate placement
13. Remedial measures adopted to help poorly/not placed students in the same semester
14. Off campus placements done and no of candidates placed-
15. What is the candidate view on the current job prospects for Computer Science? Which subject areas are the major tech companies are currently hiring in large numbers? Which areas are competitive for students to find jobs and which subject areas are not popular among students but there are more job prospects?
16. How will the training and placement officer ensure that the students are preparing for campus placements diligently?
17. How does the training and placement officer envision a role in the placement team working with the placement chairs (faculty), placement coordinators (students), and staff?
18. What should be the strategy of the training and placement officer to bring more companies to a new (but a premier) institute such as National PG College?
19. Given the variation of the student's capability in a batch, what is the training and placement officer plan to maximize the number of jobs offers received and the average CTC received in a year?
20. Given the increase in the student strength in the subsequent years, what should be the training and placement officer long-term solution for finding jobs for many students?
21. Referees (Two), with name designation and address:

(These should be persons resident in India and holders of responsible position and should be intimately acquainted with applicant’s character and work but shall not be related to the applicant. Where the candidate has been in employment. She/ he should either give her/his present or the most recent employer or immediate superior as a referee or produce a testimonial from him regarding his/her fitness for the post for which she/he is an applicant. The referee’s names should include complete postal address including phone/mobile numbers and e-mail address)

**First Referee:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Referee:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Did you previously apply for any post in this institute? If yes, provide particulars including outcome of application:
2. Have you ever been discharged/ suspended from any position? (Yes/ No) If yes, provide particulars:
3. Have you ever been convicted by any court of Law? (Yes/ No)
4. Have you any relation among the employee of National PG College (Yes/ No)

If yes, provide details:

1. If appointed, how much time would you require to report for the duty?

1. Details of enclosures: (attach separate sheets, if necessary). Candidates need to provide only the attested photocopies of certificates/marks card/Experience Certificates/ Salary certificates Address proof/Aadhar card/PAN card)

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| S. No. | Particulars | Page No. |
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DECLARATION

I hereby declare that I have carefully gone through the advertisement and recruitment rules and have understood it. I also hereby declare that I have carefully read and understood the instructions/notes contained in the above and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact, like educational qualification or experience, made in this application form, I understand that I will be denied any employment in the Institute.

Place………………………

Date……………………….

Signature of the Applicant

(Please sign on all pages)