



2 Decades • 8 Institutions • 31000 Alumni Worldwide • 12000+ Students • 1200+ Faculty & Staff

# POORNIMA GROUP

Achieving Excellence Together

## TRAINING AND PLACEMENT OFFICE (TPO) JOB NOTIFICATION FORM

Date: \_\_\_\_\_

### About The Organization

Name of the Organization: \_\_\_\_\_

Website: \_\_\_\_\_

Organization Type: \_\_\_\_\_

Private Sector/ Start-Up/ Government Owned/ Public Sector/ Other (Please Specify)

### Job Profile

Job Description: \_\_\_\_\_

Job Designation: \_\_\_\_\_

Tentative Date of Joining: \_\_\_\_\_

Place of Posting: \_\_\_\_\_

### Degree/Discipline of Students Required

Program	Branch/specialization (highlight the required branch)	No. Of vacancies ( <i>mention category specific vacancies separately, if any</i> )
<b>B.Tech.</b>	Computer Engg., Information Technology, Electrical Engineering, Electronics & Communication Engg, Civil Engineering, Mechanical Engineering, Electronics Instrumentation & Control Engg.	
<b>M.Tech.</b>		
<b>BBA / B.Com.</b>	General, Honors	
<b>MBA</b>	Banking, HR, Finance & Marketing	
<b>B.Arch.</b>	Architecture	
<b>BCA</b>	General	

**Please specify (if any)-**

- CGPA or % Criteria : \_\_\_\_\_
- Medical Requirements : \_\_\_\_\_
- Any Other : \_\_\_\_\_

**Pay Package Details:**

(Kindly provide detailed breakup of the salary as an annexure. All fields are mandatory to fill)

Branch	Profile	Basic	HRA	Gross	Take home	Others (perks/ bonus)	CTC

**Please note:**

Performance based bonus should not be declared as part of gross/CTC but to be indicated in others. Amount to be disbursed later than the end of first 12 months should not be a part of gross/CTC.

**Accommodation provided:** YES/NO

**Service agreement:** YES/NO, if yes \_\_\_\_\_ (duration)  
(If yes, provide complete detail about the agreement as an annexure.)

**Do you pay a differential pay package for Poornima when compared with other colleges?** : YES/NO

**Selection Procedure**

Preferred dates for recruitment \_\_\_\_\_

Number of executives visiting the campus: \_\_\_\_\_

Number of rooms required for Interview/GD/Aptitude Test \_\_\_\_\_

**Pre Placement Talk** : YES/NO (if yes, equipment required for PPT/ OHP/ LCD/ laptop)

**Aptitude Test** : YES/NO (duration, if any : \_\_\_\_\_)

**Technical Test** : YES/NO (duration, if any : \_\_\_\_\_)

**Group Discussion** : YES/NO (duration, if any : \_\_\_\_\_)

**Personal Interview** : YES/NO (Number of rounds : \_\_\_\_\_)

**Provision of Waitlist:** YES/NO

## Contact Information

Contact Person : Mr. / Ms. / Dr. / Ar. / Er. \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_  
Contact Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Number : \_\_\_\_\_

**Kindly enclose organization literature such as Annual Report, House Journal, Poster, Advertisement etc for student's references in the placement office.**

Signature : \_\_\_\_\_  
(Not required if sent by e-mail)  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_

Please ensure that the completed form along with the detailed breakup of salary/perks is sent by email or post to the following address at the earliest:

**Training & Placement Office (TPO)  
Poornima Group  
ISI – 2, RIICO Institutional Area,  
Sitapura, Jaipur (Rajasthan) – 302022  
India**

### Contacts:

Ms. Dipti Lodha  
+91-98292-55163, 9828510629  
Chief Training & Placement Officer  
Poornima Group