



POORNIMA FOUNDATION

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.Tech.	Computer Engg., Information Technology, Electrical Engineering, Electronics & Communication Engg, Civil Engineering, Mechanical Engineering, Electronics Instrumentation & Control Engg.	
M.Tech.		
BBA / B.Com.	General, Honors	
MBA	Banking, HR, Finance & Marketing	
B.Arch.	Architecture	
BCA	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 Foundation
ISI – 2, RIICO Institutional Area,
Sitapura, Jaipur (Rajasthan) – 302022
India**

Contacts:

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