



ASSAM ENERGY INSTITUTE, SIVASAGAR

CENTRE OF RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI

Dear student,

The Training & Placement Cell, Assam Energy Institute (AEI), Sivasagar welcomes all eligible students to take an active part in the Placement Process for the academic year 2020-2021. Assam Energy Institute considers the Placement Process very crucial and extends all-out support to ensure that students are given the right opportunity to streamline their career interests. The placement team continuously endeavours to ensure AEI coming up with the best Placement results. This is possible only with the assistance and full co-operation of all students. To realize a win-win situation for AEI and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly.

All the final year students who are eligible and interested in placement need to register in training and Placement Cell before 30th November 2020.

Campus placement is a facility provided for those students ready to work PAN INDIA or abroad. Registration is not compulsory. Students **not interested** in placement are advised not to register for placement.

Campus Placement Registration Form

(Students registration number, For T&P cell use)

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Student Name:

Branch:

Roll No:

Email ID:

Mobile (WhatsApp) No:

Skype ID:

Passport no (if you have):

Aadhaar no (if you have):

Your preference: Higher study

Job

Apprentice Training

Entrepreneurship

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(Use number 1 to 4 in the bracket to give your preference)

Student Full Signature.....



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Placement Policies & Guidelines

Eligibility: -

1. Final year students and who have registered under T&P cell are eligible for campus placement facility.
2. Students having CPI above 6 are allowed to take part in the placement procedure.
3. To sit in the placement process, the student shouldn't have any backlog in the presiding semester.
4. Students must ready to work PAN INDIA or abroad also. (T& P Cell doesn't promise any particular job locations it depends upon recruiters' requirements and their projects sites).
5. It is expected that a student shall NOT add any ambiguous/wrong/fraudulent/misleading information in his/her resume. Resume checks will continue throughout the placement process. If on verification, any discrepancies are found, the student would be debarred from placements. This may also attract strict disciplinary action. Along with this form, the student needs to submit his/her updated duly signed CV.

(* Criteria mentioned in point 2 & 3 may be change, if company allow the students to sit in their selection process)

Placement process: -

1. A student who has applied for a company is required to attend all events/stages of the company's process. Failure to do so may result in disciplinary action against the student.
2. Student cannot drop out from the selection process once he/she has been shortlisted. The shortlisted student wouldn't be eligible to sit in further private company/s selection process. For PSU's regular appointments students are eligible to appear in their selection process.
3. All students are advised to check the company profile and background thoroughly of each company before appearing in the selection process. Once you apply to a company, all rules as per their student policy will apply. Once offer letter issued to student from the company's end, T&P cell would NOT be liable for any cancellation of offer from the company's end at any stage later.
4. If a candidate couldn't appear for the test/interview, he/she should take permission from Chairman, T&P cell for not attending the interview showing defensible reasons. Failure to do this T&P cell will cancel student registration immediately.

Student Full Signature.....



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Rules:

1. Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.
2. No discussion with the recruiters regarding the selection/selection process should be done.
3. Student can't put demand to recruiters for increase of salary package, accommodation and other facilities which were not listed in recruiters job description and offer.
4. If there are any behavioural problems from the recruiter's side that students face, kindly inform the T&P cell immediately. Do NOT take action from your end.
5. If there are any behavioural problems reported against any student, appropriate disciplinary action will be initiated.
6. If the student remains absent from any stage/round of selection process without any prior intimation to T&P cell officially, he/she would be immediately de-registered from T&P and would not be allowed to take part in the further placement processes.
7. Do not contact the HR people of the companies personally. If you need any communication with any particular person or company, contact the T&P cell Chairman. Strict action would be taken against any student found contacting the HR for canvassing his/her candidature without the knowledge of T&P cell.
8. Students are not allowed to share their personal contacts via any means with the companies coming on-campus. If asked to fill at any places, you should fill the contact details of T&P cell, refer to the T&P notification site for details or contact T&P cell in case of a discrepancy before proceeding.
9. Students are NOT allowed to appear in the final selection process (test/GD/interview etc.) of companies they have not applied to through the T&P system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies till the placement drive for the academic year 2020-21 over. Violation of this will attract deregistration and suitable disciplinary action. Only special cases allowed with prior approval of T&P.
10. Students appearing for any tests/GD/presentation should be present at least 10 minutes prior to the start of the process. Any entry to the gate 5 minutes posts the scheduled time would not be allowed. The candidate thus would be considered absent for that particular process. Any violation or forced entry after that time limit would be entitled to the above effects liable.
11. Salary Package for Diploma Engineers is a minimum of 1.50 Lac PA; however, companies can recruit the students on any amount of stipend for the training period of one year. Student needs to appear all the interview for salary package 1.50 Lac PA onwards, where he/she is eligible. Student can skip one company only, after that student will be debarred for all future companies till campus placement for other student completed.

Student Full Signature.....



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12. Only registered students can communicate with T&P cell faculty members through their respective branch representative of T&P cell. Registration of the student will be cancelled immediately if any student's parents/family members/ or any parties found contacting the T&P cell faculty members for canvassing his/her candidature and interfere T&P cell-related issues.
13. If any student found guilty in falsification or misrepresentation of information presented to authority, electronic or print media, society to defame institute image, student will be de-registered from T&P and institute will also take action against the student as per institute ordinance.
14. T & P cell reserve the right to amend the policy if the need arises.
15. T & P has the authority to take appropriate actions against any student found violating any policy.

General Advice -

1. Keep checking portal, mail, T&P cell Facebook page for event schedule, and other placement-related updates. Failure to see the notice board/emails will not be accepted as an excuse for not participating in any event.
2. There may be PPTs/tests/events on very short notices due to unavoidable circumstances. Students are asked to be prepared for such situations and keep checking for updates frequently.
3. Always keep CV & documents handy as soft-copy online for any placement activity along with hard copies. Do not forget to bring institute I-card at the time of written tests and interviews. (CV should be prepared according to T & P guideline)
4. Be seated 10 minutes prior to the start of any activity to avoid delays.
5. Be ready with all certificates (in original & duplicates) for the curricular and extra-curricular activities, as mentioned in the CV.
6. Requests for providing printouts & photocopies from T & P Cell will not be entertained as they cause disruption to regular activities.
7. Please note that you need to wear a formal dress & maintain a decent appearance when appearing for the placement processes.
8. No mobile phones are allowed in the interview area. Kindly refrain from carrying one into interview venues.

I accept all the Terms and conditions of the TRAINING AND PLACEMENT CELL (T&P), ASSAM ENERGY INSTITUTE, SIVASAGAR mentioned above, and give my consent to register for on/off-campus placement through T&P cell.

Student Full Signature.....

Name:

Date:

Place: