



**DEPARTMENT OF TRAINING & PLACEMENT**  
**JSS ACADEMY OF TECHNICAL EDUCATION, NOIDA**  
**UTTAR PRADESH – 201301, INDIA**

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## **Training & Placement Office Guidelines**

The Training and Placement Office (TPO) of JSSATE, Noida welcomes all the eligible candidates of the college for the Placement Session 2022-23 and Intern Session 2023-24. The Training and Placement Office continuously works for the betterment of the students and will strive to attract and retain companies of repute. Hence, all the students are instructed to cooperate with the team. Moreover, we would advocate for the students to understand the TPO Policy clearly and strictly abide by the rules mentioned. All the placement activities will take place through the Placement Portal.

### **Pre-Placement Offers (PPOs) and Off-Campus Offers**

1. All students are eligible to appear for ON Campus & OFF Campus drives subject to the eligibility criteria of companies.
2. Candidates must accept any Pre-Placement Offers made to them, if they have registered for the drive.
3. All PPOs must be duly notified and routed through the Training and Placement Office.
4. If a candidate is selected for another company before they are offered a PPO, the PPO will automatically be nullified. Applying to a company after receiving a PPO will be subject to the placement policy.
5. Candidates receiving any off campus offers must notify the Training and Placement Office about the same. They will still be eligible for ON campus drive subject to the placement policy.

### **Mandatory Note for any Recruitment Drive:**

1. Formal Attire
2. Wearing of College ID Card
3. 2 Copies of CV

### **Selection Procedure:**

The company may conduct their hiring in any number of stages, as per their convenience. The general procedure will be as follows: Pre-Placement Talk >> Online Test >> Group Discussion >> Interview. The stages mentioned above can have subdivisions too. Moreover, some might not be a part of the procedure, as per the convenience of the company conducting the process.

## **PPT (Pre-Placement Talk)**

1. Attending the PPT is compulsory for any candidate who wants to be a part of the recruitment process for that company. They are advised to review any material shared by the company before the PPT.
2. The PPT may be conducted in an online or offline manner as per the company's convenience.
3. If conducted offline, candidates must report to the PPT Venue (Seminar Hall or MPH etc.) at least 60 minutes before the scheduled time.
4. Candidates must make every endeavor to prevent any disturbance in the PPT on their part. If conducted offline, phones and any electronic devices should be kept on silent while attending the PPT. If conducted online, candidates must ensure their microphone and camera remain off, except when appropriate.
5. Candidates should behave courteously. They must never argue with the presenters under any circumstances. Any problems faced by them with regard to the presenters can be communicated to TPO.
6. If any misbehavior is reported from the candidate's side by a company, appropriate disciplinary action will be taken against them by TPO which may include but is not limited to, debarment from the process of said company, debarment from further companies.

## **Test**

1. For the online test, candidates should refer to the online proctoring guidelines circulated in their respective TPO Notice groups. Violation of any guidelines by a candidate will result in their test being considered invalid and they will be debarred from the company or future placement drives.
2. If conducted offline, candidates should report to the specified test venue at least 30 minutes before the scheduled time of the test.
  - a. Any required stationary should be brought by the candidate to the test venue themselves.
  - b. After a system has been allotted, candidates should sign in as instructed and start giving the test at the scheduled time. Phones, tablets or any other electronic devices won't be allowed inside the test venue unless explicitly mentioned in any official communication from TPO.
3. Candidates found engaging in impersonation, cheating, malpractice or using any unfair means while giving the test will be immediately debarred from the process and TPO will take strict disciplinary action against them

## **Interview**

1. Formal attire is mandatory for interviews.
2. Candidates must report to the interview venue at least 30 minutes before the scheduled time.

3. Candidates should have their resume and relevant documents ready well before interviews.
4. Mobile phones and any other electronic devices should be turned off.
5. After the interview, candidates should collect their belongings and leave the interview area quietly.
6. Revealing any information regarding other recruitment/internship drives is strictly prohibited.
7. Any discussion related to compensation (Unless asked) is strictly prohibited during the interview.

### **Important Points**

1. Candidates should keep their phones silent during the PPT, test or interview.
  2. Candidates must contact their respective Student Placement coordinators (SPCs) for any doubts during the process. Claiming ignorance on their part will never constitute a valid reason.
  3. If the candidate decides not to join a company that they have been selected in, they must inform the Training and Placement Office with a valid reason regarding the same as and when asked by the TPO.
  4. If the candidate does not inform the Training and Placement Office, they will face disciplinary action with regards.
  5. Any attempt by the candidate to contact the company representative directly is strictly prohibited.
- All the guidelines mentioned are to be strictly followed by all the participants.