



# CENTRAL UNIVERSITY OF JHARKHAND

झारखण्ड केन्द्रीय विश्वविद्यालय

(Established by an Act of Parliament of India, 2009)

April 6, 2016

## University Placement Cell

### Placement Procedure of Central University of Jharkhand, Ranchi

The procedure for effective campus recruitment followed by the University Placement Cell of Central University of Jharkhand, Ranchi is as follows.

- The Centre Guidance, Counseling & Placement Cell invites various companies primarily in the domain of the centre to visit and interview CUJ students in general and students of the centre in particular.
- If any company agrees to visit campus for recruitment, the concerned centre will request to the university placement cell to provide a Job Notification Form.
- The Job notification form needs to be filled in by the company. The completed form is to be sent through E-Mail/ Post by the recruiting company to the university placement cell with intimation to concerned centre.
- On receipt of Job Notification form, the university placement cell will allow the company to visit the campus for a pre-placement talk either before the selection process or during the final recruitment process.
- The university placement cell finalizes a suitable date for the selection processes in consultation with the centre head, and the same will be communicated to the company from the Centre Head. Dates are allotted on the basis of the students perception of the job offered, viz. i) job profile and growth prospects ii) compensation package.
- After completion of the selection process, the company is requested to furnish the final list of students, as soon as possible preferably on the same day. The offer letters are to be sent directly to the university placement cell, for handing over to the students. Acceptance of offer from the students is sent to the company by the university placement cell.
- Arrangements for pre-placement talks, group discussions and interviews will be handled by the concerned centre and one member of university placement cell will be present during the interview.
- Student placement volunteers of the centre will assist on the day of visit and through the selection process.

**Dr. Ajai Singh,**  
**Coordinator- University Placement Cell**