

An invitation to students

Dear students

We, at the Placement Cell, feel very happy that you will be completing the final semester of your programme in April this academic year. We are sure many of you would like to go for higher studies. We will be very happy to see you on the campus pursuing the next level programme.

However, if you intend to take up a job, we would like to invite you to take part in the placement drives which will be held in the months of February and March. Information related to these will be put up on the official notice board which is on the ground floor of the New Academic Building. We will also try to post it on our official website. Make it a habit to check the notice board and this site every day. It may be rewarding!

Mere participation in the placement drives does not guarantee a job. You need to be well prepared and present yourself in a way which will convince the recruiters that you are the person they are looking for. Therefore, read the job advertisements carefully, analyse their needs and requirements and tailor your CVs accordingly. In other words, preparation is required for participating in each placement drive.

If you wish to attend any of the placement drives advertised, you need to send a mail to: placement@efluniversity.ac.in. Please attach your CV and state clearly the position you have applied for and the date of the placement drive clearly. You have to do this for every placement drive you intend to participate in.

Placement drives will usually be held in the evening on working days and in the morning and afternoon during weekends and holidays.

Remember these when you come to the placement drive.

- a. Come with your identity card.
- b. Sign the attendance register.
- c. Please occupy the seats ten minutes before the event.
- d. As it is a formal event, dress formally.
- e. Bring two copies of your CV, photocopies of your certificates/ relevant documents and five copies of your latest passport-size colour photograph. Bring these in a neat folder.
- f. Bring writing instruments (pen, pencil, eraser, pencil- sharpener, scale). You may have to do a writing test.
- g. Some organizations have multiple rounds of screening and you may have to be present for four to five hours. You need to be prepared for such an eventuality.

- h. Some organizations short-list the candidates and ask them to go to their school/college for final rounds of selection. For example, in many schools and colleges, they seek the opinion of their students in selecting the teachers.
- i. The list of short-listed candidates is usually announced at the end of the placement drive. The list will be put up on our notice board and on our website* as and when it is received by the Placement Cell.

*Due to technical reasons, sometimes it may not be possible to post information on the website.

With best wishes!

The Placement Team

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