

# DEPARTMENT OF TRAINING AND PLACEMENT DELHI TECHNOLOGICAL UNIVERSITY

Bawana Road, Delhi-110042

Application for the post of Placement Coordinator (UG)

Latest  
photograph  
taken  
within the  
last six  
months

|  |   |                      |  |
|--|---|----------------------|--|
| Name   |   |                      |  |
| Branch   |   | Roll No              |  |
| Email  |   | Contact              |  |
| Present Address  |   |                      |  |
| Permanent Address  |   |                      |  |
| LinkedIn Profile Link  |   |                      |  |
| Viewable Resume Link   |   |                      |  |
| Father's Name  |   | Mother's Name        |  |
| Father's Occupation  |   | Mother's Occupation  |  |
| Father's Contact No.   |   | Mother's Contact No. |  |
| References from two faculties (mention names only)   |   |                      |  |
| References from 02 Placement Coordinators from 2k19 batch or before mention name, mobile No. current company, Designation and location | <div style="display: flex;"> <div style="width: 50px; text-align: right;">1)</div> <div></div> </div> <div style="display: flex;"> <div style="width: 50px; text-align: right;">2)</div> <div></div> </div> |                      |  |
| Industrial Training/Internship   | <div style="display: flex;"> <div style="width: 50px; text-align: right;">1)</div> <div></div> </div> <div style="display: flex;"> <div style="width: 50px; text-align: right;">2)</div> <div></div> </div> |                      |  |
| Hosteller/PG/Day Scholar (please mention distance from college)  |   |                      |  |

| Class | School Name & Location | Percentage |
|-------|------------------------|------------|
| Xth   |                        |            |
| XIIth |                        |            |

UG Course:

|                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| 1 <sup>st</sup> Sem SGPA |  | 2 <sup>nd</sup> Sem SGPA |  |
| 3 <sup>rd</sup> Sem SGPA |  | 4 <sup>th</sup> Sem SGPA |  |
| 5 <sup>th</sup> Sem SGPA |  | 6 <sup>th</sup> Sem SGPA |  |
| Aggregate CGPA           |  |                          |  |

## Questionnaire

1. Why do you want to be a placement coordinator for DTU at T&P? (150 words)
2. State in detail, your experience of taking part in **extra-curricular responsibilities, leadership roles and social volunteering**
3. Do you wish to work for companies related to your department only or will you also be interested in working for branches of other domains? Please enlist the domains of your interest.
4. Tell us about one time where you displayed resourcefulness while tackling a problem. (100 words)

5. What according to you should be the **features of a good Placement Coordinator**? (50 words)
6. Tell us why you're a good fit for the post of a Placement Coordinator. (150 words)
7. In your perception, how has the **Training and Placement Department DTU** been working till now? (100 words)
8. Discuss in detail what you learnt during your industrial training/internship. (100 words)
9. What type of company (domain) would you like to get **placed in**? Answer in one word. Also state your **dream** company.

**10.** What would be your approach towards upskilling DTU students for placements and internships? (150 words)

**11.** For how long would you be willing to work for T&P DTU?

**12.** Have you got any support from your class or Department? (50 words)

**13.** How many hours can you devote at T&P every week?

**14.** What all new companies can you invite for the campus placements/internships through your own contact and mention the field of companies? Also, mention the designation and contact details of your point of contact in the company.

**15.** Guide us through some of the ideas you have for inviting new companies that you have in mind for the next year. (150 words)

**16.** Please choose two fields of interest from the following and enlist your experience in the same field (Coding/Analyst/Core) (100 words)

**17.** State any two of your major contributions to DTU as a student.

**18.** What changes would you suggest in the functioning of the T&P department? (100 words)

**19.** What are the 3 biggest achievements of your life (so far)? (50 words)

**20.** What has been your biggest failure or regret of your life yet? (50 words)

**21.** Any past or active backlogs (if any, please write the name of the subjects):

**22.** Any record of cases pending against you in or outside DTU?

**23. Anything additional you would like us to know about? (No word limit)**  
**Also add your most recent photograph here.**

### Rule and Regulations for Placement Coordinators

1. **Eligibility:** Pre-final year students with a CGPA of 7.0 or above, no history of backlogs, and a minimum of 70% marks in both 10th and 12th grade are eligible to apply.
2. A PC applicant should not have any history of disciplinary action or involvement in unethical activities.
3. Only students committed to serving the Department of Training and Placement (T&P) throughout the entire placement season should apply for the role of Placement Coordinator.
4. A Placement Coordinator (PC) will be eligible to apply for **ONLY full-time job opportunities**, both on-campus and off-campus. This means that Placement Coordinators (PCs) will not be permitted to undertake six-month internships, whether on-campus or off-campus.
5. However, there may be a few exceptions to this rule (4):
  - a. **High-Value Offer:** If a reputed company offers a package exceeding 40 LPA.
  - b. **Limited Opportunities:** If a PC has not been eligible to apply for at least 20 full-time opportunities (with a minimum package of 8 LPA) by 15th December of the current academic session.
  - c. **Unplaced Status:** If a PC remains unplaced by 15th January of the current academic session.
6. Any such exceptions (in rule 4) will be subject to approval and adherence to the disciplinary standards set by the Department of Training and Placement.
7. If a Placement Coordinator (PC) secures a full-time job offer, whether on-campus or off-campus, they will not be permitted to undertake a six-month internship. The exceptions mentioned in point (5) will not apply in this case.
8. A PC must take NOC from T&P to apply for an off-campus job.
9. Joining an internship without prior permission from the Department of Training and Placement (T&P) during the placement session will result in disciplinary action against the concerned PC.
10. A PC is not allowed to hold a position in any student body or society, including that of a Class Representative (CR).
11. A PC must maintain confidentiality regarding recruiter information, selection criteria, and internal placement data.
12. Sharing confidential placement details with unauthorized individuals is strictly prohibited. Any such violation will result in strict disciplinary action against the concerned PC.
13. A PC must not indulge in any biased behaviour, favouritism, or unethical practices to influence recruitment outcomes. Any attempt to manipulate placement procedures will result in immediate disciplinary action.
14. A PC must not be involved in external placement consultancies, agencies, or unauthorized job referrals.
15. A PC must conduct themselves with professionalism and represent the institution positively during interactions with recruiters and peers.
16. Any misconduct, negligence, or failure to fulfil responsibilities may result in removal from the role and disciplinary action.
17. A PC must be available for all placement-related activities, meetings, and training sessions as scheduled by the T&P Department. Absence without prior approval may result in termination from the role.
18. PCs must adhere to all policies and guidelines set by the Department of Training & Placement.

**I am fully agreed to all Guidelines and Rules mentioned above.**

Signature

Your Name

## Undertaking

If appointed by the Training and Placement (T&P) Department of DTU as a Placement Coordinator, I, \_\_\_\_\_, of \_\_\_\_\_ [Your Branch and Course], and Roll No. \_\_\_\_\_ [Your Roll Number], agree to the following:

- I understand that by accepting the role of Placement Coordinator, **I will not be eligible to apply for any six-month internship opportunities**(On-campus/Off-campus), as my responsibilities require full commitment throughout the placement season.
- I pledge to continue working as a Placement Coordinator even after securing my placement, ensuring my responsibilities are fulfilled until the session ends.
- I will not be a part of any other council or committee (including class representative) within the University or outside the University. My complete focus and dedication will be towards my responsibilities in the T&P Department.
- I will strictly maintain the confidentiality of all data, company-related information, and sensitive details. I fully acknowledge that any breach of confidentiality can lead to disciplinary action, including expulsion from DTU.
- I will diligently check and approve my batchmates' CVs. If I am found negligent in this duty, I understand that I will be subject to disciplinary action, which may include expulsion.
- I will devote **15-20 hours per week** to my responsibilities at the T&P Department (**physical presence**) and regularly mark my attendance as required.
- I will approach at least **10 companies monthly** and submit a detailed report on my communication and outreach efforts to the department by the end of every month.
- I will be available to assist my fellow Placement Coordinators whenever required, ensuring smooth coordination and teamwork.
- I have read all the rules and regulations for the placement coordinator carefully and agree to all of them.

I affirm that all the above details are accurate to my knowledge. I understand that any discrepancy in my records or failure to meet expectations may lead to the cancellation of my candidature for the Placement Coordinator role. Additionally, if the department finds my performance unsatisfactory at any stage, it has the authority to take necessary actions and relieve me of my duties.

**Signature:**

[Your Name]

[Date]

[Place]