

# PLACEMENT PROCEDURE

## PHASE-I

- The invitation, containing the relevant information is sent to the companies/organizations through email/post.
- Companies/organization sends it back to the Placement & Internship Cell, UOU, Haldwani via email. It is highly desirable that the job annexure is completed in all respects as it forms the primary basis of communicating the job-profile being offered to the candidates.
- The details of the annexure are made available to the students on Placement Online, UOU, Haldwani.
- Suitable dates for Pre-Placement Talk (PPT from here on) are decided after discussions between the company and the Placement & Internship Cell.
- After confirmation from the company, students are notified for the PPT date.
- The company visits UOU campus or connects in online mode and conducts its PPT.
- The company may also, if interested, conduct selections for summer internships of the pre final year students on the same day as it's a general procedure followed by companies.

## PHASE-II

- The Placement & Internship Cell allots a date to the company
- The company can confirm or negotiate the dates with the placement Office.
- Interested students sign their willingness or fill online form for the company online.
- Resumes of the interested students (if required) are made available to the companies for the purpose of short listing.
- The list of short-listed students is mailed to the Training and Placement Office prior to the campus selection date.

## PHASE-III

- Companies visit the campus on the given date and conduct the written technical/aptitude test, group discussion/personal interview as a part of their selection procedure.
- Please note that the facility of video conferencing at the campus can be availed for the purpose of interviewing candidates in case the company is unable to visit the campus.
- The company/organization is required to furnish the final list of selected students as soon as possible after the final completion of procedure. The selected students may or may not be allowed to sit in further job interviews as per the placement policy of the institute.