



## **BASE University Placement Cell** **Placement Policy Guidelines for Recruiters**

The BASE University Placement Cell (BPC) welcomes and extends its support to recruiting organisations for the placement process 2021-22. Accounting for the pandemic-induced situation, BPC has laid down the following guidelines for recruiters, to ensure a smooth placement process.

1. The placement process starts with recruiters filling job details through the Job Announcement Form (JAF). The information provided in the JAF will be shared with the students to understand the job requirements and offers from the recruiting organization. All communications to the BPC are to be directed to the official email address: *placements@base.ac.in*.
2. It is expected that the recruiters share the details of the CTC being offered as well as the service contract terms.
3. The resumes of interested students shall be provided to the recruiters to facilitate the shortlisting of candidates.
4. It is expected that the recruiter informs BPC about the minimum eligibility criteria. Recruiters may conduct pre-placement talks, written tests, online tests, or any form of assessment suitable for the candidates. The BPC shall make all necessary arrangements including the dates.
5. Upon completion of the aforementioned pre-placement activities, recruiters shall be allotted a specific date to conduct interviews with eligible candidates. BPC follows a one-day one-company recruitment process in order to avoid any confusion under these special circumstances.
6. The interviews may be conducted through Microsoft Teams as the students have institute login credentials. Alternatively, the company can use a different platform which shall be informed to the BPC in advance.
7. The list of the selected candidates is to be sent to the BPC once the placement process is completed. The BPC shall share the results with the students.
8. If a recruiter offers a job profile or CTC higher than the one for which the candidate has applied, the consent of the student should be obtained and be attached with the results to be handed over to the BPC. We do not encourage offering a lower CTC from the one mentioned in the JAF.
9. Recruiting organisations are requested not to get in touch with anybody from BASE University in the decision-making process while shortlisting or selecting candidates.
10. In case a company does not provide its final list by the end of the day of the interview process, students who appeared for the interview with that company shall be allowed to appear for interviews with other companies visiting on later days until they get selected. Please note that the earliest received offer will be accepted by the student.
11. The recruiters can share the offer letters within a month of the successful placement of the candidate so that they can prepare to join the company.