

To

**Head: Corporate Communication**

Training and Placement

Central Office: Block A Room No 005

Ahmedabad Institute of Technology

Near Vasantnagar Town Ship

Gota Ognaj Road Ognaj

AHMEDABAD 3800060

---

**Dear Sir:**

**Sub: Registration to participate in Campus Recruitment**

We understand that you are GTU Affiliated College imparting Degrees in Mechanical, Electrical, Computer, Information Technology, Civil and also MBA

We wish to participate in the Campus Recruitment Activities to recruit the students of your College in our Organization

1. We agree to provide you our Company Profile, Professional Profiles of the Promoters of the Company , Job Specification, Job Description and Job Analysis of the kind of the student we will require in writing
2. We agree that we will provide you the draft copy of the appointment letter containing all the terms of employment for the students you will be hiring from our College
3. We agree that we will not be charging any fees for the recruitment process from your College
4. We also confirm that your College will also not charge any fees for the selection process
5. We agree to allow you enough advance intimation for administration of the test and Interview

6. We agree to issue the firm appointment letter to the selected students to you for onwards process from your end till the selected students join u
7. We agree to accept any other arrangement which will be decided mutually in advance

Authorized Signatory  
Recruiter

Name of the Recruiter:  
Address of the Recruiter:

Contact Person/Designation:  
Web Site/Mail ID/Phone No:  
Dated: