



Placement Policy of MindScripts Tech

The **Training and Placement Cell** of **MindScripts Tech** wants to be a link between the Job Seekers and Job Providers by building up their capacity and networking with the industries. Furthermore, the Institute wants to become the preferred choice of employers with reference to campus placements.

Training and Placement Policy Guidelines for Students:

- All students at MindScripts Tech shall start receiving all placement openings right after the completion of their Mid-Term Exam.
- However, students shall be eligible to apply for companies ONLY after they pass the Exit Test.
- The students who wish to apply to a particular company shall submit their application to MindScripts before the specified deadline. No late entries shall be entertained under any circumstances.
- Students must carefully read the eligibility criteria, job description & other details specified by MindScripts Placement Team while applying for job openings.
- It shall be mandatory on the part of these students to attend the interviews.
- The Placement Team shall provide equal opportunities to all its registered students to secure a job.
- If the Placement Team finds any student who applies for openings but does not appear for interviews or rejects job offers due to unsatisfactory reasons; the student shall be barred from receiving any further openings by MindScripts Tech.
- However, after securing one job, a student may be allowed to appear for another company in case the student has successfully completed at least 1 year in the 1st company. It is imperative that the student has served notice period in the 1st company.
- The students selected through campus interview shall complete all the necessary formalities asked by the employer and shall join the organization within stipulated time frame. He/ she shall keep the Placement Team updated regarding his/her progress in the Company.
- Placement Team, in turn, shall obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students shall work at least for the duration of 1 year in that Organization.

Training and Placement Policy guidelines for Participating Organization:

- MindScripts initiates contact with companies to understand their specific job openings, profiles, and designations they are looking to fill.
- Companies should provide detailed job descriptions, eligibility criteria, and any specific skill sets required for the positions.
- MindScripts shares the job openings, along with detailed information, with eligible students who match the specified criteria.



- Companies can expect MindScripts to actively communicate the job requirements, ensuring that students have a clear understanding of the roles available.
- Eligible students interested in the job openings are required to register for the campus drive organized by MindScripts on behalf of the client company.
- The registration process involves submitting necessary documents and details, ensuring a streamlined and organized recruitment process.
- MindScripts conducts the test on its premises based on the parameters and requirements shared by the client company.
- Companies can rely on MindScripts to manage the logistics of the testing process, ensuring a secure and standardized examination environment.
- After the completion of the test, MindScripts promptly shares the scores and performance details of each student with the respective client company.
- This allows companies to quickly assess the candidates' performance and make informed decisions for the next stage of the recruitment process.
- Based on the test scores, companies can shortlist candidates for interviews.
- MindScripts offers flexibility in recruitment, allowing companies to customize the process based on their preferences.
- MindScripts maintains efficient communication channels between the client company and the students, ensuring a smooth and transparent flow of information throughout the entire recruitment process.

Placement Process:

- Recruiting companies will inform the MindScripts Placement Team about their requirements, job descriptions, eligibility and the remuneration packages being offered.
- These details will be shared with students through the Placement Team. Students need to decide about participating in the company's recruitment process depending upon their career interest.
- Resumes of interested and/or suitable students will be sent to the recruiting company, on the basis of which the company will share the list of shortlisted students.
- Shortlisted students will be informed about the selection process which may include one or more of the following: Personal or online Assessment, Telephonic interview, Case Discussion, Group Discussion, Multiple rounds of Interviews. These may be conducted on MindScripts campus or at other premises to be chosen by the company.
- Students may be required to go to the company's office or other campus locations for final placements as may be decided by the company.
- After the Pre-Placement talk for Final Placement, student/s can withdraw his/her candidature. Once the company's placement process commences, students will not be allowed to withdraw. Any withdrawal will result in debarring the student from the placement assistance process.
- It shall be mandatory for short-listed students to appear for the interview. Absence from the interview would result in debarring such student(s) from the placement assistance process.