

The Indian Institute of Job Oriented Training

RULES & REGULATION FOR PLACEMENT

IIJT placement cell attempts to place every student enrolled for a Career Course, which is the CBA course. The Candidates who are interested in getting a job are given the opportunity to face interview only with a recent passport photo. It is the responsibility of the student to contact the placement personnel at their respective centres and register himself / herself for placement within one month of completion of the course. If the student fails to do so, the institute does not “guarantee” any job to the student.

Eligibility Norms for Guaranteed Placements:

1. The “Job Guaranteed course is only available to students who have registered for “Complete Business Accountant “ Student should have completed Career Course ie CBA before approaching the management for any kind of placement . There is no placement guarantee on any modular course or other combination courses. Students who have registered for Module 1, 2 and 3 together will get only *job assistance*.
2. Complete co-operation with industries offering placements, placement official of IIJT and participative interest on the part of the student, are essential for job to be guaranteed.
3. The students are required to exhibit the commitment and discipline as appropriate for a professional work place. As such, students are expected to maintain high standards of attendance, punctuality, code of conduct in the institute, regularity etc. Failing which enrollment with the job guaranteed scheme might be cancelled on disciplinary grounds which are at the sole discretion of the management. The student cannot claim any job from IIJT if the management finds his/her code of conduct unethical.
4. A student wishing to defer the job appointment scheme must apply in writing to the centre head before the completion of course. However it totally depends on the discretion power of the centre head.
5. IIJT will call the students for interview through phone, letter, fax, and courier, e-mail. If the student fails to attend the same, then IIJT does not take up any liability in future for their placement.
6. The Job Guarantee provision does not apply to any student who has ever been reported to the police for any matter in India or abroad, or has been convicted of any offence/felony in India or abroad. The Job Guarantee provision also does not apply to students who are found to be associated or linked with any group(s) indulging or participating in unethical or illegal activities.
7. If the students do not present himself / herself at the concern on the date of appointment, then IIJT will not provide any other option under any circumstances nor can the candidate ask for the same. The students should inform the HO (Placement division) / Centre, the result of the interview failing which his candidature stands cancelled.
8. For Job Guarantee Course , a candidate has to fill up “Placement Request Form “ and has to submit the same to the concerned person for placement in the centre, latest by a month from the very date of course completion of those .
9. The dropout rules stands modified during “Job Guarantee” Scheme. A student may be classified as a drop out if consecutive period of absence exceeds 2 weeks without prior permission.
10. Student should have completed all IIJT course modules he/she has enrolled for successfully with aggregate of 50% and above marks. Students who have not completed the course and cleared the IIJT Final Examination cannot approach the management for any job. The Job Guarantee does not apply to any student who have not cleared their IIJT Final Examination , commonly known as “IIJT Challenger Examination”. A machine test will be conducted apart from the challenger examination of IIJT course curriculum. The purpose of the machine test will be to see the candidate’s technical

knowledge at the time of Interview. The Candidates has to sit for a machine test, in which he/she should score at least 50% to be eligible.

11. Student should have good communication skills.
12. Student should have a minimum of 80% attendances for the course he / she has registered for.
13. Student should be medically fit. Student suffering from any physical or mental disability do not stand to have any "job guarantee". Student's age should not exceed 30 year and have to be minimum 18 years of age.
14. Student should be willing to go work anywhere in India and should provide a parental letter of consent, if required.
15. Students who are termed "defaulters" even once (ie. Students who do not pay installments on time) will not be eligible for Job Guarantee.
16. The kind of opportunity available to students would depend on educational background as well.
17. Student should have abided by all rules and regulations as well as the decorum of the institute.
18. Student should not have taken any break during the course.
19. IIJT reserves the right to cancel the job guarantee registration if student refuses to take up the placement opportunity provided after having gone through the selection process, for whatever reason.
20. The Candidates should clear up their views & doubts regarding their interview, timings, other facilities, rules etc. before joining the concern. IIJT does not take up the liability to clear up the same, however, IIJT promises to give placement opportunity to the candidates who really deserve the same.
21. Under the job guarantee scheme, the IIJT is liable to give the candidate 3 interviews. If the candidate fails to appear for any one interview, the job guarantee scheme stand cancelled. Also, if the candidate fails to clear all 3 interviews, the job guarantee scheme stand cancelled for him / her. Assistance can be provided to the candidate which is at the discretion of the management. The student cannot claim any job guarantee under these circumstances.
22. The Candidates should also inform IIJT about the results of the interview or whatsoever concerned properly, else IIJT cancels his/her registration.
23. Non compliance with any of the above rules would lead to cancellation of the job guarantee.
24. The placement rules and regulations are subject to change anytime and is at the sole discretion of the management.
25. The IIJT center shall not be liable for delay or failure in performance of its obligations under the agreement when such delay or failure arises from events or circumstances beyond its reasonable control of IIJT center (including, without limitation, acts of God, fire, flood, war, explosion, sabotage, terrorism, embargo, civil commotion, acts or omissions of any government entity, supplier delays, communication or power failure , equipment or software malfunction, or labor disputes).
26. The Liability of the IIJT centre towards the student is limited only to the extent of the fee paid by them. To clarify further, the IIJT center will not be liable to the student for any punitive , exemplary, special, indirect, or consequential damages, including , without limitation, loss profits.