



INDIAN INSTITUTE OF BUSINESS MANAGEMENT AND STUDIES
PLACEMENT ASSISTANCE REQUEST FORM

Note: Please fill up all the details to avoid rejection of your placement assistance request form.

APPLICANT – IIBMS PASSED OUT STUDENT DETAILS

Applicant's Student IIBMS Reference Number: _____

Applicant Student Name: _____

Course Cleared Successfully at IIBMS: _____

Specialization1: _____

Specialization2: _____

Result obtained - overall % and Grade: _____

Certificate Issued Date: _____ E-Code: _____

Bar Code: _____

Date of Birth: _____ Age (Years-Months): _____

Marital Status: _____

Present Address: _____

Permanent address: _____

Home Phone: _____ Work Phone: _____

Mobile Number: _____

Email ID: _____

Explain any personal responsibilities or health problems that might prevent you from coming to work such as defects in hearing, vision, or speech.

EDUCATIONAL QUALIFICATION, PROFESSIONAL TRAINING & WORKSHOP

Education	Name of School/College.	Year of Passing	Percentage	Specialization.
SSC				
HSC				
Graduation				
Post Graduation				

Other (including conferences, workshops, seminars attended):

PROFESSIONAL DETAILS

Employment Record (in reverse chronological order)

Name of Organization	Employment Dates		Designation	CTC	Reason for Discontinuing
	Starting	Ending			

Explain any special circumstances:

Reference Details:

Reference Name	Address	Contact Number	Received Permission

Current Job details

Organization: _____

Location (City): _____

Designation: _____

Current Job Profile: _____

Current CTC: _____

Reason for changing from current Job: _____

New Job Preference Details

Job Objectives: _____

Preferred Domain & Profile: _____

Willing to Relocate (Y/N): _____ Location Preferences: _____

Desired Package / Expected CTC: _____

CHECKLIST OF DOCUMENTS TO BE ENCLOSED

1. Placement assistance request form duly filled and signed.
2. Updated CV (soft copy mail to: placements@iibms.net) alongwith passport sized photograph
3. Copy of Mark-sheets and Certificates
4. Experience letter / Appointment Letter / Offer Letter

Terms and Conditions:

1. Student will have to submit duly filled & signed placement assistance form along with the enclosures, to the Placement Team – IIBMS – head office.
2. Cost of placement assistance is not included in fees and this is free of cost additional service.
3. Placement assistance is subject to course successfully completed at IIBMS, market conditions, performance in exams, interview, work experience, communication skills and other factors affecting selection process.
4. Placement application form received within 6 months from the date of issue of certificate shall be accepted and application received after the time limit shall be liable to rejection.
5. IIBMS reserves the right to approach and provide student details to various organizations, consultancies etc... to locate best possible job openings available based on the details provided by the student.
6. Student should attend the scheduled interview failing which placement cell reserves the right to black list the placement assistance applicant and no further assistance will be provided for placements.
7. Selection, Job location, Salary package, will be based on student's performance at the time of interview.
8. All rights reserved by Placement Assistance Team – IIBMS only. IIBMS Management decision shall be final in any kind of dispute.

I Mr. / Ms. _____, hereby confirm that I have read and understood all the terms and conditions of placements assistance at IIBMS; the same shall be abiding me. All the information provided above are true to best of my knowledge.

Yours Faithfully,

Placement Assistance Applicant (Passed-out Student - IIBMS)