



ASPEE SHAKILAM Biotechnology Institute
Navsari Agricultural University
Surat



Recruitment Process and Placement Schedule

Recruitment Drive/Placement Process of the University/Institute Usually starts from December Onwards and continues up to June/July every year

1. **Planning & Strategy:** The placement cell starts by strategically planning for upcoming placement drives. They identify and reach out to potential employers, both from agricultural sectors and emerging industries.
2. **Student Registration:** Open registration for students interested in participating in the placement drive. Collect necessary information such as resumes, academic records, and placement preference forms.
3. **Floating placement details on a website:** The detailed advertisement is floated on the website along with the all necessary information required for the students for their consideration.
4. **Pre-Placement Talks:** Organize sessions where companies can present an overview of their organization, job roles, and expectations to the students. Provide a platform for students to interact with company representatives and gain insights.
5. **Resume Submission:** Facilitate the submission of resumes by registered students. Verify and compile resumes for the shortlisting process.
6. **Online Assessments:** Administer aptitude tests, technical assessments, or any other relevant evaluations to assess candidates' skills and knowledge.
7. **Group Discussions:** Conduct group discussions to evaluate communication skills, teamwork, and critical thinking abilities of shortlisted candidates.
8. **Technical Interviews:** Arrange technical interviews to assess candidates' domain-specific knowledge and problem-solving capabilities.
9. **HR Interviews:** Conduct HR interviews to evaluate candidates' interpersonal skills, cultural fit, and overall suitability for the organization.
10. **Final Candidate List:** Compile a final list of candidates who successfully cleared all stages of the placement process.
11. **Offer Letters Issued:** Companies extend offer letters to the selected candidates, specifying details such as the position, compensation, and joining date.