



# Placement Process Manual

## Govt. Sr. Secondary Schools : Haryana



2017

Operational Manual for Placement of NSQF L4 Students

## Placement Process Manual : VOCATIONAL EDUCATION HARYANA SCHOOLS

### Objective:

This manual is intended to serve as a guideline for implementing a uniform and structured way to provide job placement to all eligible students desirous of the same. It lays down the recommended schedule, responsibilities and formats to be used by the relevant stakeholders – NSDC, SSC, RMSA and the NSDC Training Partners.

### Definitions:

- a. *Eligible Student*
  - Students including those currently not yet 18 years but will be so when they graduate class 12<sup>th</sup> AND
  - Have signed the self-declaration format indicating interest AND
  - Have submitted letter from guardian allowing them to participate in the process if still a minor
- b. *Job Placement*
  - Firm letter of offer from a registered company, indicating the place of posting, job title or apprenticeship name, date of joining and stipend/salary offered
  - Students who have been given firm letter of offer will be considered placed.
- c. *Schedule*
  - Indicative time line for initiating and completing the entire process.

### Process Guidelines:

- The placement schedule shall begin at least 3 months before the end of school term and only for students of class 12<sup>th</sup> undergoing vocational training in any Trade who will be 18 years of age at time of graduating. Individual Teachers should initiate this discussion in class through career counseling sessions. It is recommended that Teachers be provided material and inputs to explain to the students the career options available, nature of job including apprenticeships that are likely available and stipend/salary.
- It is the responsibility of the SSC and participating Haryana NSDC TP's to contact relevant companies who may be keen to recruit students. NSDC shall extend all support in this.
- RMSA will collate the information of the interested students through the specified format.
- RMSA should send out official communication to all school Principals at least 2 months before the school term ends informing them about the placement process.
- Teachers will get interested students to fill out the resume and sign the declaration.
- Teachers are required to submit the final list of eligible students to RMSA within 10-15 days of the exercise being completed by each Teacher.
- Tentative list of companies contacted along with the job offer details are to be submitted by the Training Partners to NSDC, 10 days in advance – SSC to facilitate the process.
- NSDC will collate and share the final list with the RMSA
- RMSA will make available suitable premise in the cluster on a specified date including infrastructure such as separate rooms, tables, chairs, waiting area, drinking water, toilet facilities etc. to conduct Job Mela (Placement Fair) in the

- NSDC will coordinate this through RMSA and inform SSC / NSDC TPs about the date (s) and available premises at least 15-20 days before the event.
- NSDC will identify one or more NSDC TPs, participating in the Haryana NSQF, to coordinate the logistics for the Job Fair at each cluster. It is the responsibility of the nominated TP to coordinate with other Stakeholders, including RMSA/RMSA/SSC/ District Coordinators to ensure smooth conduct of the event.
- Detailed list of Activities is mentioned hereunder:

The following activities are proposed for facilitating the placement of Class XII<sup>th</sup> Students

ACTIVITY	RESPONSIBILITY	TIMELINE
<p><u>Collection of Database of interested students</u></p> <ul style="list-style-type: none"> <li>- NSDC shall share a format for collecting the database of students interested to take employment post Class XII<sup>th</sup></li> <li>- State to get the template filled from the principals and the participating Teachers</li> </ul>	NSDC State Government	2 months before term ends
<p><u>STUDENTS RESUME</u></p> <ul style="list-style-type: none"> <li>- To facilitate placement, it is essential that all the eligible and interested students have a professional resume. Format enclosed at Annexure I</li> <li>- State to get the template filled by the students along with their pictures and get it converted digitally.</li> </ul>	State Government, Teachers	1 month before term ends
<p><u>CAREER COUNSELLING OF STUDENTS</u></p> <ul style="list-style-type: none"> <li>- State Government to send official mail to all school principals /industry coordinators about start of placement process.</li> <li>- SSCs and NSDC to prepare information about the opportunities existing in the sectors after the students' course, career progressions, starting salary etc.</li> <li>- SSCs &amp; NSDC to send the information to State Government for further dissemination to Schools.</li> <li>- First level of counseling to be done at the School Level by the Teachers</li> <li>- SSCs and the industry coordinators may also plan counseling of students and parents. (Optional)</li> </ul>	State Government, SSCs, Teachers	

ACTIVITY	RESPONSIBILITY	TIMELINE
<p><b><u>IDENTIFICATION OF ORGANISATIONS</u></b></p> <ul style="list-style-type: none"> <li>- NSDC/SSCs to identify organizations/companies (Preferably near the student's school) where the students can be placed</li> <li>- NSDC/SSCs to share the names of the identified organizations and proposed dates for the recruitments with State Government</li> </ul>	NSDC / SSC	5 days prior to placement session
<p><b><u>MOCK INTERVIEW</u></b></p> <ul style="list-style-type: none"> <li>- NSDC/SSC will prepare a draft format for mock interview and share it with the State Govt.</li> <li>- State Govt. will circulate the same among school principals who will arrange the mock interview session through the deputed trainers</li> </ul>	NSDC / SSC, State Govt.	20 days prior to placement session
<p><b><u>INTERVIEWS / RECRUITMENT DRIVE</u></b></p> <ul style="list-style-type: none"> <li>- State Government to identify suitable premises to conduct Job Fair in identified districts</li> <li>- District Level interviews to be held by the identified organizations at a particular School location in the district</li> <li>- State Government to facilitate coordination of logistics at each district with nominated NSDC TPs</li> <li>- Respective School Principals to facilitate the transportation of the students and parents to the identified location in their district for interviews/placements.</li> <li>- <b>Students to bring the undertaking letter signed from their parents as per the format (Annexure II)</b></li> <li>- Organization representatives to conduct interview/recruitment drive and hand over appointment letters.</li> <li>- Each eligible student is entitled to only one offer letter</li> </ul>	SSCs, State Government and TP's	After term ends
<p><b><u>SECOND CHANCE FOR THE CANDIDATES WHO FAIL TO QUALIFY</u></b></p> <ul style="list-style-type: none"> <li>- There might be cases who don't qualify the interview of the organizations</li> <li>- NSDC / SSCs to identify other organizations to facilitate the same.</li> <li>- The process to be followed by the organization shall remain the same as above.</li> </ul>	SSCs, State and NSDC TPs	Will be decided post first round

**Detailed List of Responsibilities of relevant Stakeholders on the day of Job Mela**

Stakeholders	Responsibilities
RMSA Department	<ul style="list-style-type: none"> <li>• <b>Finalize the proposed clusters</b> <ul style="list-style-type: none"> <li>▪ RMSA and NSDC will jointly finalize the cluster list with count of student and respective recruiter-list for interviewing eligible aspirants on the tentative dates</li> <li>▪ RMSA will provide a notification to NSDC, confirming the finalization of proposed clusters</li> </ul> </li> <li>• <b>Circular to respective School Principals / DEOs – intimating dates of job fairs</b> <ul style="list-style-type: none"> <li>▪ RMSA will notify the respective School Principals / DEOs on finalized schedule of job fairs</li> </ul> </li> <li>• <b>Circular to Job Fair Venue / Institutes</b> <ul style="list-style-type: none"> <li>▪ RMSA will issue a circular to notify the scheduled venues, finalized as job fair locations</li> </ul> </li> <li>• <b>Local support at the venue</b> <ul style="list-style-type: none"> <li>▪ RMSA to ensure local support for the job fair drives through nodal officers/industry coordinators and district coordinators.</li> <li>▪ District Coordinators and Industry Coordinators to be part of the drives and take care of their sector.</li> </ul> </li> <li>• <b>Logistics of Students</b> <ul style="list-style-type: none"> <li>▪ RMSA will direct the school Principals and Trainers, and grant necessary logistics, required for student mobilization for their presence in the job fair, on the scheduled date</li> </ul> </li> <li>• <b>Arrangement of infrastructure at interview location</b> <ul style="list-style-type: none"> <li>▪ RMSA will direct the venue-coordinator for the required infrastructure at the job fair location, per sector, as follows (<i>taking into consideration, 1 panel per organization. Below mentioned numbers are to be multiplied by number of organizations, scheduled for the respective fairs</i>):                             <ul style="list-style-type: none"> <li>✓ <b>No. of rooms – 1 room for 2 panels (e.g. for 4 companies, 2 rooms will be required)</b></li> <li>✓ <b>No. of Tables – 1 table for 1 panel</b></li> <li>✓ <b>No. of Chairs – 3 chairs for 1 panel (2 chairs for interviewers and 1 chair for interviewee)</b></li> <li>✓ <b>Need to ensure sufficient:</b> <ul style="list-style-type: none"> <li>○ <b>Electricity supply</b></li> <li>○ <b>Stationaries: paper, pen, pencils</b></li> <li>○ <b>Photocopy machines and scanners</b></li> <li>○ <b>Computer / laptop with Internet connectivity</b></li> <li>○ <b>Drinking water, Lunch and Tea</b></li> </ul> </li> <li>✓ District Coordinators and Industry Coordinators to ensure logistics and work with NSDC TPs for all the on-ground work.</li> </ul> </li> </ul> </li> <li>• <b>Branding of the location including backdrops</b> <ul style="list-style-type: none"> <li>▪ NSDC may provide branding backdrop banner materials. State to get the same printed through Principals and put at <i>Job Mela</i> locations.</li> </ul> </li> </ul>
NSDC	<ul style="list-style-type: none"> <li>▪ <b>Ensure grooming of students as per the “Mock interview” (containing tentative questions and last minutes suggestions for the students) and “Pre-placement counseling” (containing sector-wise FAQs in interviews) booklets</b> <ul style="list-style-type: none"> <li>▪ NSDC will share “Mock interview” and “Pre-placement counseling” booklets, taking inputs from SSCs, training partners and other subject matter experts</li> <li>▪ NSDC will share a compiled booklet for each of the 2 concerns with relevant NSDC Training partners and direct them to conduct the sessions accordingly with the aspiring students</li> </ul> </li> </ul>

Stakeholders	Responsibilities
	<ul style="list-style-type: none"> <li>▪ <b>Collate data from State and Organization details</b> <ul style="list-style-type: none"> <li>▪ NSDC will collate cluster-wise student and company data and share it with RMSA</li> </ul> </li> <li>▪ <b>Facilitating the placement drive by coordinating with all stakeholders</b> <ul style="list-style-type: none"> <li>▪ NSDC will support at all level with all the stakeholders in terms of inter-domain coordination</li> </ul> </li> <li>▪ <b>Share agenda for job fairs</b> <ul style="list-style-type: none"> <li>▪ NSDC will create and share a tentative agenda of the job fair, in advance of the scheduled date.</li> </ul> </li> <li>▪ <b>Branding of the location including backdrops</b> <ul style="list-style-type: none"> <li>▪ The location / venue should be branded with Standies / backdrops, reflecting the relevant information on the placement drive – NSDC may provide the backdrop material to RMSA for printing</li> <li>▪ NSDC will notify TPs to get the branding materials arranged and show-cased at the venue by themselves / from recruiters</li> </ul> </li> <li>▪ <b>Post Placement publicity in the media</b> <ul style="list-style-type: none"> <li>▪ NSDC in association with State will arrange for the publicity in media after the placement drive</li> </ul> </li> </ul>
NSDC TP	<ul style="list-style-type: none"> <li>• <b>Ensuring the presence of the identified recruiters on the day of placements</b> <ul style="list-style-type: none"> <li>▪ NSDC TPs need to ensure the presence of all the recruiters on the day of respective job fair</li> <li>▪ TPs will facilitate and coordinate for all the logistic requirements of the recruiters</li> <li>▪ TPs would coordinate with the recruiters for setting up of the placement kiosks and branding of the location with the recruiters’ materials, such as banners, flakes, standies etc.</li> </ul> </li> <li>• <b>Taking charge of the facility for the interview sessions</b> <ul style="list-style-type: none"> <li>▪ Once RMSA arranges for all the required facilities (as mentioned before), TPs need to take charge of the same for further coordination</li> </ul> </li> <li>• <b>Organizing the interview rooms</b> <ul style="list-style-type: none"> <li>▪ After taking the hand-over from the RMSA / location coordinator, it is relevant TPs’ responsibility to arrange the room facilities, as per the event requirement</li> </ul> </li> <li>• <b>Ensure placement opportunity to all eligible and able students</b> <ul style="list-style-type: none"> <li>▪ TPs should ensure placement opportunity to all the eligible and able aspiring candidates</li> <li>▪ In case of unsuccessful 1<sup>st</sup> attempt, TPs with help from NSDC and State Govt. should arrange for further opportunities to the students</li> </ul> </li> <li>• <b><u>In addition to above responsibilities, TPs to ensure that, the companies in a cluster should be accessible to any eligible, aspiring, sector-relevant student from the participating schools.</u></b></li> </ul>
Trainers	<ul style="list-style-type: none"> <li>• <b>Grooming students as per the “Mock interview” and “Pre-placement counseling” booklets</b> <ul style="list-style-type: none"> <li>▪ It is the trainers’ responsibility to groom the students according to the provided booklets. These may be used as guidelines. Any positive value-addition to them are welcome</li> </ul> </li> <li>• <b>Travel with the students to the Job Melas help students with last minutes' suggestions</b> <ul style="list-style-type: none"> <li>▪ It is suggested that the relevant trainers should travel along with the aspiring candidates to the job fair locations on the day of interview – this may facilitate the TPs in terms of logistics of the students and motivate the candidates</li> </ul> </li> <li>• <b>Confirm attendance of all the eligible aspiring students during respective placement drives</b> <ul style="list-style-type: none"> <li>▪ TPs may facilitate this part (as mentioned above) through their deputed trainers, who had interacted with the students throughout the training sessions</li> </ul> </li> </ul>