



REGISTRATION FORM FOR PLACEMENT UNDER SPECIAL PLACEMENT SCHEME OFFERED BY ALCHEMIST® HR SERVICES (P) LTD.

A. Personal Details of Applicant –

Name _____ Program completed _____

Enrollment No. _____ Date of Enrollment _____ Date of Program completion _____

Current Address _____

Tele No. _____ Mobile No. _____ E mail ID _____

(Any change in the above details should be furnished immediately to the office of Alchemist®, where this form is submitted)

B. Previous Work Experience –

Table with 5 columns: Company, From, To, Position Held, Salary Drawn (Rs. Per Month). Rows 1-4.

C. Any other Program / Course attended, other than the present one –

(a) Professional _____

(b) Soft Skills _____

(c) Any Other _____

D. Your Area/s of professional interest –(Indicate specific functional area of interest. Highlight any niche talent/ knowledge with in the functional area where you have additional strength)

E. Your strengths and weaknesses.

I accept the Terms of the Special Placement Scheme (SPS), given overleaf.

Date _____ Name _____ Signature _____

Terms & Conditions for Special Placement Scheme

Special Placement Scheme (**SPS**) is an initiative offered to find jobs for students pursuing MBA/MCA/MS (Finance) under Flexible Learning programs, on an all India basis, using the national presence of Alchemist® HR Services.

It is a scheme which assures placements to successful MBA/MCA/MS (Finance) candidates, subject to the terms and conditions, which have been laid down, as under.

The eligibility criteria for the Special Placement Scheme (**SPS**) are –

- The scheme is applicable only to those who have opted for the SPS at the time of enrollment into the program
- The candidate should complete the chosen program within four years of enrollment
- The candidate should register with Alchemist® for placement under SPS within one month of completion of the program(after announcement of results) by submitting this registration form to Alchemist®
- The candidate should obtain at least a provisional certificate of program completion before attending the first interview, arranged by Alchemist®

The candidates, eligible as above, are to contact the branch of Alchemist® nearest to his / her location and submit the registration form. The details of branches are available at www.alchemistindia.org . The candidate should submit the eligibility certificate issued by Student Services Department in original, to Alchemist® branch while registering for placement under SPS.

Alchemist® will match the profile of the candidate with corporate needs and arrange for interview opportunities. The candidate will have to make his/her own arrangements to be present for the interview at the venue and time specified by the employer. It can be any where in India. Please note that, some times, the prospective employer may schedule interviews at short notice, and candidates should be prepared to travel and attend them.

A candidate will get minimum of two chances to appear for interviews. In case he/she does not appear for two interviews arranged by Alchemist®, the validity of Special Placement Scheme will cease thereafter, and the candidate will not be eligible for placement by Alchemist® under the scheme.

For quick and timely communication, notification of interviews will be sent to the valid email ID of the candidate. Confirmation copies may be mailed later to the contact address provided. Hence, it is important for the candidate to ensure to have a valid E-mail ID. A valid mobile / landline phone number should also be furnished for speedy communication.

The interview procedure will be as per the norms and policies of the employer company, and may involve a series of interviews.

If selected, the candidate will be offered a suitable position, as per the requirement of the employer company. The terms and conditions of employment, including the salary structure, will solely depend on the HR policies of the company. The location of the job can be any where in India.

The salary offered will be on **CTC** (Cost to Company) basis, and will include various components of salary like Basic Salary, DA, HRA, Conveyance Allowance, Employers' contribution of PF, Medical Reimbursement, Leave Travel Concession, Performance Incentives, Reimbursements, Bonuses and other benefits as per the compensation policy of the company. The total of all these components would be about Rs.2,40,000/- (Rs. Two Lacs Forty thousand) per year.

All the terms and conditions of employment will be intimated to the selected candidate by the employer. The candidate will have to accept the terms of the employer w r t induction, training, probation, travel, transfer on the job etc.

Once a job is offered to a candidate by an employer company through Letter / E-mail, he/she will be out of the purview of SPS, irrespective of whether he/she accepts or declines the job opportunity.

Thereafter, all the obligations of Alchemist® HR Services to the candidate under the SPS will cease.

The above terms and conditions have been read, understood and accepted by me.

Date _____ Name _____ Signature _____