

Placement ID :

ROLL NO: \_\_\_\_\_

Branch \_\_\_\_\_



**St.Martin's Engineering College**  
**TRAINING & PLACEMENT CELL**



**Placement Registration Form**

Name \_\_\_\_\_  
(Surname) (Name)

College Name:

Gender M/F : \_\_\_\_\_

Date Of Birth : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Email ID: \_\_\_\_\_

Mode of Admission: Counseling/Management EAMCET Rank: \_\_\_\_\_

Aadhar Card No: \_\_\_\_\_ PAN Card No: \_\_\_\_\_  
(If you don't have PAN, apply immediately)

Passport Number: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_  
(If you don't have Passport, apply immediately)

**Educational Details**

Qualification	Board/ University	Branch	YOP	% Of Marks/CGPA	Class/ Division	Reason for YOG
10 th % or CGPA						
Inter % or CGPA						
Diploma (Avg % 3 Yr)						

**U.G Academic Details**

UG Course: B.Tech/B.Sc/B.Com/BBA UG Specialization: \_\_\_\_\_

UG Year of Pass: \_\_\_\_\_ UG University: \_\_\_\_\_

Semesters	Grade Points	SGPA	GPA/CGPA	Backlogs (sem wise)	Active Backlogs	Passive Backlogs
UG Sem-I (1-I)						
UG Sem-II (1-2)						
UG Sem-III(2-I)						
UG Sem-IV(2-II)						
UG Sem-V(3-I)						
UG Sem-VI(3-II)						
UG Sem-VII(4-I)						
UG Sem-VIII(4-II)						

Note: Enter till date semester details.

**P.G Academic Details:**

PG Course: M.Tech/MBA PG Specialization: \_\_\_\_\_

PG Year of Pass: \_\_\_\_\_ PG University: \_\_\_\_\_

Mode of Admission: Counseling/Management PG CET/ICET Rank: \_\_\_\_\_

Semesters	Marks Secured	Max Marks	Percentage (%)	Backlogs (sem wise)	Active Backlogs	Passive Backlogs
Sem-I (1-I)						
Sem-II(1-II)						
Sem-III(2-I)						
Sem-IV(2-II)						
Total						

Caste : SC/ST/OC/BC-A/BC-B/BC-C/BC-D/OBC

Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_

Blood Group: \_\_\_\_\_ Physically Handicap: Yes/No

Identification Marks(Moles):

1. \_\_\_\_\_
2. \_\_\_\_\_

Marital Status: Single/Married

Languages Known:

Speak: \_\_\_\_\_

Write: \_\_\_\_\_

Parent/Guardian Details:

Father's Name: \_\_\_\_\_ DOB \_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Father's Mobile No: \_\_\_\_\_ Father's Email ID: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ DOB \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Mother's Mobile No: \_\_\_\_\_ Mother's Email ID: \_\_\_\_\_

Mother's Maiden Name (Mother's surname before marriage) \_\_\_\_\_

Mode of staying: Parents/Gaurdian/Hostel

Present Address: \_\_\_\_\_

---

State: \_\_\_\_\_ District: \_\_\_\_\_ Pin code: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

---

State: \_\_\_\_\_ District: \_\_\_\_\_ Pin code: \_\_\_\_\_

**Placement Details**

Interested for Placements: Yes/No

If Yes, Please mention your Dream Company and CORE/IT sector: \_\_\_\_\_

If you are MBA, Please mention your interest: HR/Finance/Marketing

Are you willing to relocate anywhere in India? Yes/No

Willing to work in 24/7 shifts? Yes/No

If No for placements, Please mention your future plan: \_\_\_\_\_

In case of higher studies Abroad or India: \_\_\_\_\_

In case already appeared for GRE Score: \_\_\_\_\_ TOFEL Score: \_\_\_\_\_

Dream university: \_\_\_\_\_ Country: \_\_\_\_\_

**Technical Details**

Computer Languages \_\_\_\_\_ Operating System \_\_\_\_\_

Electives(in IVth Sem): \_\_\_\_\_

**Certifications:**

Sr. No.	Name Of The Organization	Period	Course Details

**Project Work:** \_\_\_\_\_

\_\_\_\_\_

**Seminars:** \_\_\_\_\_

\_\_\_\_\_

**Extracurricular Activities:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Achievements:** \_\_\_\_\_

\_\_\_\_\_

**Hobbies :**

\_\_\_\_\_

**ALL THE FURNISHED DETAILS ARE TRUE AND AUTHENTIC AS PER ORIGINAL DOCUMENTS**

**Date:**

**Student Signature**

## ***St.Martin's Engineering College***

### **UNDERTAKING**

*I wish to here by Register my name with SMEC Placement Department, for participating in various 'On Campus' and 'Off Campus' Recruitments. Accordingly, I hereby undertake to fully abide by all the Policies / Norms / Instructions of the Institute given from time to time, including the following:*

- 1.** I am attaching here with my Bio-Data form for College Master Records, which is complete and authentic in all respects, as a token of my interest and Registration for Placements. I am aware that incomplete / delayed forms will be rejected. Further, I am well aware that the Academic details and Percentages indicated by me in all the Bio-Data forms should also be very accurate up to second decimal and no discrepancy is allowed at all. I shall also update my backlog status at Placement office.
- 2.** I clearly understand that once I confirm my interest in a particular Company by submitting my Bio-Data form, I cannot withdraw from their Process at any subsequent stage.
- 3.** I shall always carry my Placement Folder with the following documents, for any Process :
  - ∑ Few duly filled-in Bio-Data form
  - ∑ Copies of Mark sheets / Certificates / Awards, right from S.S.C. & Project works done.
  - ∑ 2 Passport size colour Photographs & Copies of the Passport if available
  - ∑ 2 copies of Resume ,Govt Id proof,College ID Card and its xerox
- 4.** I shall maintain utmost discipline and decorum through-out all the Processes.
- 5.** I shall not directly discuss / take up any matter with the Company at any stage either during the Recruitment Process or before joining, unless permitted by the Placement Department. I am aware that any clarification concerning the Recruitment, should be got clarified by me only at the end of the Company's Pre-Placement Talk ( PPT ). I shall also not negotiate the terms of Offer / Appointment with any Company or reject their Offer at any stage without permission of the college.
- 6.** I shall strictly follow the dress code for any Recruitment Process and put on my Identity Card, without which I am aware that I will not be permitted to participate in the same.
- 7.** I shall be present at the venue at least 30 minutes prior to the scheduled time of starting of the Recruitment Process. I am fully aware that late entry is not allowed for any reason.
- 8.** I shall be in constant touch with the 'Placement News Notice Board' and the emails sent by college every day, for knowing the details of latest Notices / Updates / Instructions. I do understand that the Notice Board gets updated from time to time and all the Notices are subject to last minute revisions.
- 9.** I shall positively collect all the required information regarding the Recruiting Companies, from their web-sites etc. and attend their Processes fully prepared.
- 10.** I shall also have thorough preparation both subject wise as well as presentation / communication skills wise, before attending any Recruitment Process.
- 11.** I shall positively attend various Training Programs that would be organized by the Institute from time to time, as all these sessions are designed and tailored to improve my own performance in the Recruitment Processes. I am aware that undergoing these Training Programs seriously and sincerely and following the various tips and guide lines given by experts, will undoubtedly improve my rating in the highly competitive Selection Processes.
- 12.** I have furnished all my contact details, in the Bio-Data form attached here with. In the event of any change, I shall immediately inform Placement Department positively.
- 13.** In case I wish to attend any 'Off Campus' Recruitment Process on my own, I shall take prior permission of the Placement Department. In the event of my Selection, I shall inform Placement Department immediately (max. within two working days) and submit a copy of the Offer / Appointment letter, failing which, I do understand that the Institute may inform the Company of my conduct and take further necessary actions.
- 14.** After joining the Company, I shall not leave their services in a short time under any circumstances and shall positively abide by their Policies / Norms / Discipline.
- 15.** *I hereby undertake to strictly follow all the above Policies / Instructions & Discipline of the Institute and noted that any violation of the same may result in Penalties / Fines / Cancellation of my Registration for Placements, even up to the extent of debarring me from the Placement Processes / Further necessary actions.*

*Name*

*Signature*

*Date*

*Branch*

*Year of Passing*