



**DEPARTMENT OF TRAINING AND PLACEMENT
DELHI TECHNOLOGICAL UNIVERSITY**

(Formerly Delhi College of Engineering)

Govt. of NCT of Delhi

Shahbad Daulatpur, Bawana Road, Delhi 110042

Tel: +91-11-27871421, www.dtu.ac.in, Email: placements@dtu.ac.in

F.NO./DTU/T&P/564/2024-25/282

Date: 11/02/2025

NOTICE

The Competent Authority has approved the rules and regulations for the position of Placement Coordinator for the session 2025-26, as per the details given below:-

Rule and Regulations for Placement Coordinators

1. **Eligibility:** Pre-final year students with a CGPA of 7.0 or above, no history of backlogs, and a minimum of 70% marks in both 10th and 12th grade are eligible to apply.
2. A PC applicant should not have any history of disciplinary action or involvement in unethical activities.
3. Only students committed to serving the Department of Training and Placement (T&P) throughout the entire placement season should apply for the role of Placement Coordinator.
4. A Placement Coordinator (PC) will be eligible to apply for **ONLY full-time job opportunities**, both on-campus and off-campus. This means that Placement Coordinators (PCs) will not be permitted to undertake six-month internships, whether on-campus or off-campus.
5. However, there may be a few exceptions to this rule (4):
 - a. **High-Value Offer:** If a reputed company offers a package exceeding 40 LPA.
 - b. **Limited Opportunities:** If a PC has not been eligible to apply for at least 20 full-time opportunities (with a minimum package of 8 LPA) by 15th December of the current academic session.
 - c. **Unplaced Status:** If a PC remains unplaced by 15th January of the current academic session.
6. Any such exceptions (in rule 4) will be subject to approval and adherence to the disciplinary standards set by the Department of Training and Placement.
7. If a Placement Coordinator (PC) secures a full-time job offer, whether on-campus or off-campus, they will not be permitted to undertake a six-month internship. The exceptions mentioned in point (5) will not apply in this case.
8. A PC must take NOC from T&P to apply for an off-campus job.
9. Joining an internship without prior permission from the Department of Training and Placement (T&P) during the placement session will result in disciplinary action against the concerned PC.
10. A PC is not allowed to hold a position in any student body or society, including that of a Class Representative (CR).
11. A PC must maintain confidentiality regarding recruiter information, selection criteria, and internal placement data.
12. Sharing confidential placement details with unauthorized individuals is strictly prohibited. Any such violation will result in strict disciplinary action against the concerned PC.
13. A PC must not indulge in any biased behaviour, favouritism, or unethical practices to influence recruitment outcomes. Any attempt to manipulate placement procedures will result in immediate disciplinary action.



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14. A PC must not be involved in external placement consultancies, agencies, or unauthorized job referrals.
15. A PC must conduct themselves with professionalism and represent the institution positively during interactions with recruiters and peers.
16. Any misconduct, negligence, or failure to fulfil responsibilities may result in removal from the role and disciplinary action.
17. A PC must be available for all placement-related activities, meetings, and training sessions as scheduled by the T&P Department. Absence without prior approval may result in termination from the role.
18. PCs must adhere to all policies and guidelines set by the Department of Training & Placement.

The Rule and Regulations for Placement Coordinators are also available on the T&P website (<http://tnp.dtu.ac.in/Pstats.html>).

Anil Singh Parihar
11/02/2025

Prof. Anil Singh Parihar
Head (T&P)

Copy to: -

1. PA to VC: - for kind information to the Hon'ble Vice Chancellor.
2. PA to Registrar: - for kind information.
3. Head, Computer Centre with the request to upload on DTU website.
4. Dean Academic (UG/PG)
5. All HODs
6. All Notice Boards.