March 16, 2011

NOTICE

CAMPUS PLACEMENTS 2010 - 2011

Attention: **Heads of the Departments (all Departments) and Final Year Unplaced Students of Pondicherry University - 2011 passing out batch.**

IBM, Bangalore has confirmed its visit to Pondicherry University on Monday, March 21, 2011 for the recruitment of **Technical Support Associate**. The desired job profile and other details received from the company are given hereunder in Page 2.

All the Head of the Departments of Pondicherry University are requested to please announce this information to the students of their departments. Also, the Placement Cell invites registration from all **eligible and willing students through the respective Head of the Department**.

As we need to communicate the list of students (who are eligible and willing to attend this selection process) to the company **before the end of Friday, March 18, 2011,** the Placement Cell needs the information **atleast before 3.00PM on the same day**, so that all the data received from various departments could be consolidated and communicated, as desired by the company.

The Head of the Departments are requested to send the list of students in an **excel sheet** with the following details:

Register Number, Name of the Candidate, Degree, Specialization, Year of Passing, Mobile Number

(Note: Please email the excel sheet to placement@pondiuni.edu.in on or before 03.00PM, Friday, March 18, 2011**)**

For further details and clarifications – if any, the head of the departments could feel free to call the Placement Co-ordinator in his mobile at any time.

Placement Co-ordinator

Job Role : **IT Help desk - Technical Support Associate (100% voice programmes)**

- *Provide Technical solutions to the external customers*
- *Awareness of basic networking concepts and technologies.*
- *Proficient in network connectivity troubleshooting, TCP/IP, Dial-up, Token Ring, Ethernet, LAN/WAN*
- *Understanding of operating systems, Windows 2000/NT/XP, configuration options and Troubleshooting*
- *Browser Support - Internet Explorer*
- *Ability to identify basic hardware parts and aware of basic hardware concepts*
- *User level familiarity with at least one e-mail client - Outlook, Notes etc..*
- *Skilled in commercially standard software applications and major desktop operating systems.*

Job Location : **Bangalore**

Shift : **Yes (Should be Flexible)**

Eligibility : **Any Graduate (10+2+3), Any Post Graduates, Diploma Holders (10+3)**

Hire Type : **Regular**

General Skills:
- Must have **good communication skills**
- Must have knowledge on **Computer Hardware and Networking concepts**
- Must be willing to **work in Shifts**

CTC:
Freshers - 2 to 2.5 Lakhs (2011 Passouts)
Candidates with exp upto 12 Months - 2.5 to 3 Lakhs (2010 Passouts ONLY)

Interview Process:
Step 1 : Group Discussion (We have eliminated the test process for this hiring)
Step 2 : F2F interview (We will check candidates communication skills in detail)
Step 3 : Confirmation of short-lists and candidate documentation .

**This role is not into BPO domain hiring.

Mandatory documents to be carried for the interview:
- Candidate profile
- All the mark sheets, Provisional Degree Certificates/ Degree Certificates (without fail)
- One photo ID proof (Driver's license/ voter's id card/ pass port)

Date & Time of Interview:

Monday, March 21, 2011, **09.00 AM (Sharp – Delayed Entry will not be permitted)**

Venue: **JN Auditorium, Pondicherry University**

Note:
1. **All candidates should have a copy of resume and passport size photos as well as their photo id cards**
2. **Students are advised to bring writing pad for the test**
3. **During the test, cell phones should be in the switched off mode**
4. **Final year unplaced students with the above eligibility criteria alone can appear for the test**
5. **Appear for the Selection Process in formal dress.**
6. **Carry your Resume, photo, ID card and all other relevant certificates**
7. **Eligibility and the branches mentioned are subject to final approval by the company which would be informed after the Pre Placement Talk**

Late entry will not be entertained