

INVITATION OF EXPRESSION OF INTEREST (EOI) FOR PLACEMENT TRAINING AT  
GOVERNMENT ENGINEERING COLLEGE, BARTON HILL

The Career Guidance and Placement Unit (CGPU) of Govt Engineering College Barton Hill invites proposals from competent placement training institutes for placement training of 2025 pass out B.Tech students (all branches). The number of students ready for training is 192 (3 batches of 64 each). The training should be of minimum 30 hrs duration and should be conducted only on Saturdays. The training should focus on resume preparation, aptitude training, Group discussion training and interview (Technical & HR) training.

Training shall mandatorily include (but not limited to) the following:

### **Aptitude Skills**

(Numerical, Analytical & Logical – Mathematical Operations, Fractions, Percentages, Ratios, Averages, Surds, Indices, Time and Distance, Direction Sense, Age (Linear Equations), Coding-Decoding, Profit and Loss. Analogies, Time and Work, Analytical Reasoning, Blood Relations, Cubes Cutting, Data Interpretation, Data Sufficiency, Figure Based Non Verbal Reasoning, Simple Interest Compound Interest, Syllogisms, Venn Diagrams, Permutations, Combination and Probability, Set Theory, Number Series, Odd One Out, Alpha Numeric Puzzles, Cryptarithmic problems, Seating Arrangement, Ranking and Order, Clocks, Calendars, Picture Puzzles, General studies and IT awareness.)

### **Verbal Skills**

Reading Comprehension, Critical Reasoning, Subject Verb Agreement, Tenses, Prepositions, Adjectives, Articles, ParaJumbles, Parasummary, Para Completion, Cloze Test, Strong and weak arguments, Statement Assumption Conclusion, Fill up the blanks, Error Correction, Synonyms and Antonyms, Analogy, One word Substitution, Idioms and Phrasal verbs.

### **Communication Skills**

Basics of Communication, Body Language & Handshake, Professional Grooming, Voice and accent training, Email Etiquette, Resume Preparation, LinkedIn profile building.

## **Interview and GD Skills**

Interview Preparation, Interview mannerism, Individual Mock Interview (Technical and HR), Techniques and Tips for GD, Mock GD.

### **Terms and Conditions:**

- Trainer shall provide online repository of study material for the trained students and such access shall be available for not less than 1 year from the date of completion of the offline training.
- Trainer shall provide access to online placement mock tests, practice tests and help the students in resume correction. Trainer shall be available for mentoring the trained students for not less than 1 year from the date of completion of the offline training.
- Trainer shall comply with the requirements of the college so as to facilitate a smooth conduct and completion of the training program.
- Trainer shall provide a detailed day-wise schedule of the training program before the commencement of training program.
- Trainer shall give a student-wise comprehensive training report after completion of the prescribed duration of training.

### **Modus Operandi**

- GECBH shall provide a batch-wise list of students with relevant details before the commencement of training.
- GECBH shall provide the basic infrastructure for the conduct of sessions at the college.
- Dates and Timings for the training shall be agreed on mutual consensus.
- Session-wise attendance shall be monitored on a daily basis by both the trainer and the college authorities. The same shall be recorded and submitted.

- If there is any sudden change in the schedule due to unavoidable circumstances for either party, such scenario may be immediately conveyed and communicated properly.
- College authorities shall obtain the training feedback from the students.

## **Payment Terms**

- There shall be no advance payment for the program.
- 100% payment shall be released within one month of the completion of the entire duration of the program and submission of student-wise comprehensive training report and attendance by the trainer.
- If at any point of time, the proposed and/or agreed duration of the program couldn't be completed due to unforeseeable or force major reasons, the same shall be discussed and appropriate decision regarding payment shall be taken on mutual consensus.

## **Requirements**

- Trainer is requested to submit the financial proposal for the conduct of the training at GECBH premises.
- Trainer shall quote per student rate as well as batch-wise rate for minimum thirty hours.
- The rate shall be exclusive of GST. GST rate shall be indicated separately.
- Trainer shall also indicate the maximum no. of batches that can be handled simultaneously.