



Mount Carmel College

Autonomous, Bangalore-560052

Job Announcement Form For Full-Time

The Organization

Name of Company	
Website	
Category (Private/Govt./MNC/ PSU/NGO etc.)	
Industry/Sector (IT/Health/Education/Research etc.)	
Brief profile of the Company :	

Contact Details

Head of HR	
Contact number (LL-Direct)/Mobile	
Email ID	
Company SPOC	
Designation	
Telephone no. (LL-Direct)/Mobile	
E-mail ID	
Fax Number	
Office Address	

Job Profile Details

Job Designation/Post Offered	
Job Description	
No. of vacancies (approx. range) for full-time	
Place of Posting	
Will this be work from remote location?	
Office Timings	
Qualification looking for (UGs/PGs etc.)	
Discipline looking for (Arts/Science/Commerce/Management etc.)	
Eligibility Criteria (Marks %, Special skills, etc.)	
Bond or Service Contract: (Yes/No) (If Yes, give details)	
Medical Requirements if any (eg. colour blindness)	
Which Batch you're looking for (Eg 2019-2020 /2020-2021)	

Salary Details

(Please fill all the required detail)

Cost to Company (CTC) per annum	
Gross Salary per annum	

Selection Procedure

Shortlist from Resumes: (Yes/No)	
Written Test (Technical/Aptitude/ Others): (Yes/No)	
Group Discussion (GD): (Yes/No)	
Personal/HR/Technical Interviews: (Yes/No)	
No. of rounds (If pre-decided else approx.):	

Timelines

Date of Resume submission	
Date of commencement of the first round	
Tentative date of sharing the final list	
Tentative date/timelines for issuing offer letters	
Tentative date/timelines of on-boarding recruits	