



N.A.A.C. Re-ACCREDITED

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College of Social Work

Nirmala Niketan Institute

Affiliated to the University of Mumbai

Guidelines for Recruiting Organizations *(revised Nov 2025)*

1. Introduction

The College of Social Work (Autonomous), Nirmala Niketan, invites organizations, institutions, and agencies to participate in our Campus Recruitment Drive for 2025–2026, scheduled from January 2025 to April 2026. Our graduating students from BSW, MSW, PG Diploma, and MA(SIE) programs are well-trained in social work theory and practice, grounded in social science perspectives, and equipped to take on professional challenges in diverse social sector settings. Students selected during this process will be available to join organizations from 1st June 2026 onward. *No recruitment fees are applicable — the College has waived all charges for participating organizations.*

2. Steps

The Placement Cell at Nirmala Niketan is guided by Advisors and coordinated by a Placement Officer, supported by a student-led team. The Cell collaborates with employers across sectors, namely government, NGOs, CSR Foundations, industry, and multilateral organizations, to facilitate both on-campus and off-campus placements. For effective coordination, the recruitment process is divided into the following steps:

2.1) Registration

Organizations interested in recruiting must fill out the Expression of Interest Form (Google Form) available at:

 [Expression of Interest Form](#)

2.2) Pre-Placement Talk

- Specific dates will be allocated for the Pre-Placement Talk (PPT) and the recruitment process, conducted either on campus or virtually.
- The online mode is limited to the PPT stage; interviews should preferably be conducted in person.
- Recruiting Organizations should provide clear details: Role and responsibilities; Location of posting; compensation; other benefits; Probation period (if applicable), etc. This transparency helps students make informed decisions and minimizes post-offer dropouts.
- After Pre-Placement Talk, each student on his/her/their free will may select preferred organizations

2.3 Initial Testing, Shortlisting and Interview

- Initial Testing Process may include:
 - Group Discussions
 - Standardized GK or Subject Tests
 - Behavioural and Skill Testing Through Simulation, etc
- Shortlisting Process may include:
 - Review of Resume/ CV/ Placement Broucher
 - Participation and enthusiasm shown in the PPT
 - Scores obtained in the College Examination or prior education
 - Initial Test scores obtained by the candidate, etc
- Campus Interviews:
 - Conducted post-testing on mutually agreed dates (preferably offline).
 - Recruiters are requested not to ask questions related to the social, economic, or personal background (such as caste, marriage status, etc) of students. If any complaint arises, the Placement Cell reserves the right to intervene in the process.
 - Final list of selected and wait-listed students should be shared with the Placement Cell within 5-7 working days after final interviews

2.4 Student Preferences and Acceptance of Offers

- The selected students have 24 hours to accept or decline a job offer.
- Once a student accepts an offer from one of the organisations, they will exit the placement process.
- The Placement Cell must be copied on all offer letters for record-keeping.

2.5. Post-Placement Formalities

- If an organization withdraws an offer after issuing an appointment letter, they must compensate the candidate appropriately.
- The JPC conducts an annual survey of employers. We request all the recruiting organisations to kindly support this process.
- If recruiting organisation wants to report any unethical practices, please write to the Contact Persons listed at the end of this document.

3. Communication Details

All placement-related correspondence should be made only with the Placement Cell via the following contacts:

Churchgate Campus (BSW & MSW Students)

Email: cswnnjobplacement@gmail.com

Contact: Ms. Sadaf Bhimani

Student Counselor / Job Placement Officer

90827 64551 | sadafb.csw.nn@gmail.com

Goregaon Campus (MA-SIE and PG Diploma Students)

Email: cletus.zuzarte@cswnn.edu.in

Contact: Mr. Cletus Zuzarte

Director, Nirmala Niketan Extension Centre, Goregaon / Professor of Practice

99698 86220 | cletus.zuzarte@cswnn.edu.in



Dr. Lidwin Dias

Principal