



Assam Energy Institute, Sivasagar  
Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi  
(An Institute of National Importance established under an Act of Parliament)  
Set up by the Ministry of Petroleum and Natural Gas (MoPNG), Govt. of India

Personal Details		Contact Details		Photo
Name	HIMASHREE DAS		+91 6001317411	
DOB	25/09/2001		21ca4ec11@rgipt.ac.in	
Marital Status	Single		Balijan borbil no-2, Digboi, District-Tinsukia, State-Assam Pin-786171.	

#### Career Objective

To be associated with a progressive organization that gives me scope to develop and update my knowledge, skills and be a part of the team that dynamically work towards the growth of the company.

#### Education

Qualification	Institute/School and location	Branch/Stream	Percentage/CP1
Diploma	Assam Energy Institute, Sivasagar	Instrumentation	5.04 (4 <sup>th</sup> sem)
XII Standard	Nil	Nil	Nil
X Standard	Vivekananda Vidyalaya	Hslc	48.16%

#### Certification/Internship

Name	Organization	Location	Duration
Summer Training 2023	IOCL DIGBOI REFINERY	Digboi	1 Month

#### Co-Curricular and Extracurricular activities

Name	Detail
Others	Member in cultural committee (AEI)

#### Declaration

I do hereby declare that all the mentioned information furnished above is true to the best of my knowledge and belief

Signature:

Name: Himashree Das

SL No.

C333930

Board of Secondary Education, Assam  
অসম মাধ্যমিক শিক্ষা পৰিষদ



Bamunimaidam, Guwahati - 21

HIGH SCHOOL LEAVING CERTIFICATE EXAMINATION, 2021

*This is to certify that* HIMASHREE DAS

*Father's Name* MUKHESWAR DAS

*Mother's Name* MINAKHI DAS

*Roll* B21 - 0749 *No.* - 0926 *has duly passed the High School Leaving Certificate Examination, 2021 of this Board and is placed in the* SECOND *Division.*

*His / Her date of birth is* 25/09/2001

DATED GUWAHATI THE  
ASSAM

30th July, 2021



  
(Suranjana Senapati, ACS)  
Secretary



FORM NO. 37

HSLC - 2021



# Board of Secondary Education, Assam

## অসম মাধ্যমিক শিক্ষা পৰিষদ

SL No. M358096

MARKS - SHEET

Date : 30-07-2021



This is to Certify that HIMASHREE DAS  
 Father's Name MUKHESWAR DAS  
 Mother's Name MINAKHI DAS  
 Roll B21 0749 No. 0926  
 of VIVEKANANDA VIDYALAYA, TINSUKIA

has secured marks as detailed below in the High School Leaving Certificate Examination, 2021.

SUBJECTS	FULL MARKS	PASS MARKS	MARKS OBTAINED	REMARKS
FIRST LANGUAGE : HINDI	100	30	38	
SECOND LANGUAGE : ENGLISH				
THEORY	90	27	52	
INTERNAL ASSESSMENT	10	03	10	
TOTAL	100	30	62	
GENERAL MATHEMATICS				
THEORY	90	27	38	
INTERNAL ASSESSMENT	10	03	10	
TOTAL	100	30	48	
GENERAL SCIENCE				
THEORY	90	27	38	
INTERNAL ASSESSMENT	10	03	10	
TOTAL	100	30	48	
SOCIAL SCIENCE				
THEORY	90	27	38	
INTERNAL ASSESSMENT	10	03	10	
TOTAL	100	30	48	
ELECTIVE SUBJECT : COMPUTER SCIENCE (E)				
THEORY	80	24	31	
PRACTICAL	20	06	20	
TOTAL	100	30	51	
GRAND TOTAL	600	180	289	
DIVISION 2nd				

D - Distinction : 510 & above  
 L - Letter Marks : 80% & above  
 \* - STAR Marks : 450 - 509  
 1st Division : 360 & above  
 2nd Division : 270 - 359  
 3rd Division : 180 - 269  
 F : Fail



*(Gautam Sharma)*  
 Deputy Controller of Examinations  
 Board of Secondary Education, Assam  
 Guwahati - 781021

*Himashree Das*



असम ऑयल डिवीजन  
Assam Oil Division

इंडियन ऑयल कॉर्पोरेशन लिमिटेड

एओडी - डिगबोई रिफाइनरी

पो.ओ. डिगबोई, पिन-786171, असम

Indian Oil Corporation Limited

AOD - Digboi Refinery

P. O. Digboi, PIN: 786171, Assam

Tel. : 03751-262000

Fax : 03751-269015

E-mail : aoddigboi@indianoil.in

Website : www.iocl.com



संदर्भ / REF.NO - TRG.15/IT/ST/CERT/2023-24/580

दिनांक / DATE : 19.06.2023

**TO WHOM IT MAY CONCERN**

This is to certify that **Ms. Himashree Das**, a student of **Diploma in Electronics & Instrumentation** from **Assam Energy Institute, Sivsagar** has undergone summer internship training at **Indian Oil Corporation Limited (Assam Oil Division), Digboi, Assam.**

She has successfully completed her internship training from **18.05.2023 to 17.06.2023.**

During the training period she has been found sincere and hard working.

We wish her all the best in her future endeavours.

*Agarwal*  
19.06.23

पुनीत अग्रवाल / **Puneet Agarwal**  
वरिष्ठ अधिकारी (अधिगम व विकास)  
**Senior Officer (LRN & DEV)**  
आई.ओ.सी.एल. (एओडी), डिगबोई  
**I.O.C. LTD. (AOD), DIGBOI**



(पुनीत अग्रवाल / **PUNEET AGARWAL**)

वरिष्ठ अधिकारी (अधिगम एवं विकास)

**SENIOR OFFICER (LRN. & DEV.)**

कृते कार्यकारी निदेशक व रिफाइनरी प्रमुख, डिगबोई रिफाइनरी

**FOR EXECUTIVE DIRECTOR & REFINERY HEAD, DIGBOI REFINERY**

*Himashree Das -*





**ASSAM ENERGY INSTITUTE, SIVASAGAR**  
**CENTRE OF RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI**

Dear student,

The Training & Placement Cell, Assam Energy Institute (AEI), Sivasagar welcomes all eligible students to take an active part in the Placement Process for the academic year 2023-2024. Assam Energy Institute considers the Placement Process very crucial and extends all-out support to ensure that students are given the right opportunity to streamline their career interests. The placement team continuously endeavours to ensure AEI comes up with the best Placement results. This is possible only with the assistance and full cooperation of all students. To realize a win-win situation for AEI and our partner organizations, all students are expected to understand the Placement Policy and follow it strictly.

All the final year students who are eligible and interested in placement need to register in training and Placement Cell by 25<sup>th</sup> September 2023.

Campus placement is a facility provided for those students ready to work PAN INDIA or abroad. Registration is not compulsory. Students not interested in placement are advised not to register for placement.

**Campus Placement Registration Form**

(Students registration number, For T&P cell use)

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Student Name: *Himashree Das*

Branch: *Electronics & Instrumentation*

Roll No: *21EA4EC11*

Email ID: *21ea4ec11@ngipt.ac.in*

Mobile (WhatsApp) No: *6001317411*

Skype/Google Meet ID:

Passport no (if you have):

Aadhaar no (if you have): *914284245043*

Your preference:

Higher study	Job	Apprentice Training	Entrepreneurship
( 2 )	( 4 )	( 1 )	( 3 )

(Use number 1 to 4 in the bracket to give your preference)

Student Full Signature.....*Himashree Das*.....



**ASSAM ENERGY INSTITUTE, SIVASAGAR**  
CENTRE OF RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI

**Placement Policies & Guidelines Eligibility**

1. Final year students and who have registered under T&P cell are eligible for campus placement facility.
2. Students having CPI above 6 are allowed to take part in the placement procedure.
3. To sit in the placement process, the student shouldn't have any backlog in the presiding semester.
4. Students must be ready to work PAN INDIA or abroad also. (T&P Cell doesn't promise any particular job locations; it depends upon recruiters' requirements and their project sites).
5. It is expected that a student shall NOT add anyambiguous/wrong/fraudulent/misleading information in his/her resume. Resume checks will continue throughout the placement process. If on verification, any discrepancies are found, the student would be debarred from placements. This may also attract strict disciplinary action. Along with this form, the student needs to submit his/her updated and duly signed CV.

(\* Criteria mentioned in point 2 & 3 may be change, if company allow the students to sit in their selection process)

**Placement process: -**

1. A student who has applied for a company is required to attend all events/stages of the company's process. Failure to do so may result in disciplinary action against the student.
2. Students cannot drop out from the selection process once he/she has been shortlisted. The shortlisted student wouldn't be eligible to sit in further private company/s selection process. For PSU's regular appointments students are eligible to appear in their selection process.
3. All students are advised to check the company profile and background thoroughly of each company before appearing in the selection process. Once you apply to a company, all rules as per their student policy will apply. Once an offer letter is issued to a student from the company's end, T&P cell would NOT be liable for any cancellation of offer from the company's end at any stage later.
4. If a candidate couldn't appear for the test/interview, he/she should take permission from In-Charge, T&P cell for not attending the interview showing defensible reasons. Failure to do this T&P cell will cancel student registration immediately.

Student Full Signature.....Olumashu Das.....





**ASSAM ENERGY INSTITUTE, SIVASAGAR**  
**CENTRE OF RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI**

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**Rules**

1. Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.
2. No discussion with the recruiters regarding the selection/selection process should be done.
3. Students can't put demands on recruiters for an increase of salary package, accommodation and other facilities which were not listed in recruiters job description and offer.
4. If there are any behavioural problems from the recruiter's side that students face, kindly inform the T&P cell immediately. Do NOT take action from your end.
5. If there are any behavioural problems reported against any student, appropriate disciplinary action will be initiated.
6. If the student remains absent from any stage/round of selection process without any prior intimation to T&P cell officially, he/she would be immediately de-registered from T&P and would not be allowed to take part in the further placement processes.
7. Do not contact the HR people of the companies personally. If you need any communication with any particular person or company, contact the T&P Cell In-Charge. Strict action would be taken against any student found contacting the HR for canvassing his/her candidature without the knowledge of T&P cell.
8. Students are not allowed to share their personal contacts via any means with the companies coming on-campus. If asked to fill in at any places, you should fill the contact details of T&P cell, refer to the T&P notification site for details or contact T&P cell in case of a discrepancy before proceeding.
9. Students are NOT allowed to appear in the final selection process (test/GD/interview etc.) of companies they have not applied to through the T&P system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies till the placement drive for the academic year 2023-2024 over. Violation of this will attract deregistration and suitable disciplinary action. Only special cases allowed with prior approval of T&P.
10. Students appearing for any tests/GD/presentation should be present at least 10 minutes prior to the start of the process. Any entry to the gate 5 minutes after the scheduled time would not be allowed. The candidate thus would be considered absent for that particular process. Any violation or forced entry after that time limit would be entitled to the above effects liable.
11. Salary Package for Diploma Engineers is a minimum of INR 1.50 Lac PA; however, companies can recruit the students on any amount of stipend for the training period of one year. Students needs to appear all the interview for a salary package of INR 1.50 Lac PA onwards, where he/she is eligible. A Student can skip one company only, after that student will be debarred for all future companies till campus placement for other students of that branch the student belongs to is completed.

Student Full Signature.....*Himashree Das*.....



**ASSAM ENERGY INSTITUTE, SIVASAGAR**  
CENTRE OF RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI

12. Only registered students can communicate with T&P cell faculty members through their respective branch representative of T&P cell. Registration of the student will be cancelled immediately if any student's parents/family members/ or any parties found contacting the T&P cell faculty members for canvassing his/her candidature and interfering T&P cell-related issues.

13. The sequence of for communication in T&P Cell is as follows: 1) T&P registered Student -> 2) Branch student representative -> 3) Branch Faculty Coordinator -> 4) Member Secretary -> 5) In-Charge

14. The details of contact sequence in T&P Cell are as follows:

SN	Branch	Branch student representative	Branch faculty coordinator	Member Secretary	In-Charge
1	CE	Priyanka Gogoi, <a href="mailto:21EA4CE33@rgipt.ac.in">21EA4CE33@rgipt.ac.in</a> 6003669102 Hironmoy Neog, <a href="mailto:21EA4CE13@rgipt.ac.in">21EA4CE13@rgipt.ac.in</a> 9859818736	Mr. Sekhar Gogoi <a href="mailto:sgogoi@rgipt.ac.in">sgogoi@rgipt.ac.in</a> 8761010275	Mr. Sekhar Gogoi <a href="mailto:sgogoi@rgipt.ac.in">sgogoi@rgipt.ac.in</a> 8761010275	Dr. Bhaskar Jyoti Medhi <a href="mailto:bmedhi@rgipt.ac.in">bmedhi@rgipt.ac.in</a> 8011977078
2	EIE	Rishikesh Das, <a href="mailto:21EA4EC20@rgipt.ac.in">21EA4EC20@rgipt.ac.in</a> 8822773623 (Call), 7086968595 (Whatsapp) Chinmoy Kakoty, <a href="mailto:21EA4EC08@rgipt.ac.in">21EA4EC08@rgipt.ac.in</a> 8011671739	Dr. Chinmayee Hazarika <a href="mailto:chazarika@rgipt.ac.in">chazarika@rgipt.ac.in</a> 9435860284		
3	FSE	Partha Pratim Borboruah, <a href="mailto:21EA4FS16@rgipt.ac.in">21EA4FS16@rgipt.ac.in</a> 9101117429 Himanshu Borah, <a href="mailto:21EA4FS11@rgipt.ac.in">21EA4FS11@rgipt.ac.in</a> 9365421426	Ms. Ananya Borah <a href="mailto:aborah@rgipt.ac.in">aborah@rgipt.ac.in</a> 8011944667		
4	ME	Ipshita Chetia, <a href="mailto:21EA4ME41@rgipt.ac.in">21EA4ME41@rgipt.ac.in</a> 8011596326 Bhargav Gogoi, <a href="mailto:21EA4ME09@rgipt.ac.in">21EA4ME09@rgipt.ac.in</a> 8011525240	Dr. Sanat Kumar Singha <a href="mailto:sksingha@rgipt.ac.in">sksingha@rgipt.ac.in</a> 9903582715		
5	PE	Anisha Kanu, <a href="mailto:21EA4PE02@rgipt.ac.in">21EA4PE02@rgipt.ac.in</a> 6901822219 Saber Hussain, <a href="mailto:21EA4PE36@rgipt.ac.in">21EA4PE36@rgipt.ac.in</a> 9101123301	Mr. Chinmoy Jit Sarma <a href="mailto:cjsarma@rgipt.ac.in">cjsarma@rgipt.ac.in</a> 864040144		

15. If any student found guilty in falsification or misrepresentation of information presented to authority, electronic or print media, society to defame institute image, student will be de-registered from T&P and institute will also take action against the student as per institute ordinance.

Student Full Signature.....*Kimashu Das*.....





**ASSAM ENERGY INSTITUTE, SIVASAGAR**  
**CENTRE OF RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI**

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16. T&P cell reserve the right to amend the policy if the need arises.
17. T&P cell has the authority to take appropriate actions against any student found violating any policy.

**General Advice**

1. Keep checking portal, mail, T&P cell social media for event schedule, and other placement-related updates. Failure to see the notice board/emails will not be accepted as an excuse for not participating in any event.
2. There may be PPTs/tests/events on very short notices due to unavoidable circumstances. Students are asked to be prepared for such situations and keep checking for updates frequently.
3. Always keep updated CV & documents handy as soft-copy online for any placement activity along with hard copies. Do not forget to bring the institute ID card at the time of written tests and interviews. (CV should be prepared according to T & P guideline)
4. Be seated 10 minutes prior to the start of any activity to avoid delays.
5. Be ready with all certificates (in original & duplicates) for the curricular and extracurricular activities, as mentioned in the CV.
6. Requests for providing printouts & photocopies from T&P Cell will not be entertained as they cause disruption to regular activities.
7. Please note that you need to wear a formal dress & maintain a decent appearance when appearing for the placement processes.
8. No mobile phones are allowed in the interview area. Kindly refrain from carrying one into interview venues.
9. Students must attend all kinds of seminars, workshops, lecture series, field visits etc. that are conducted by T&P Cell.

I accept all the Terms and conditions of the TRAINING AND PLACEMENT (T&P) CELL, ASSAM ENERGY INSTITUTE, SIVASAGAR mentioned above, and give my consent to register for on/off campus placement through T&P cell.

Student Full Signature.....*Himashree Das*.....

Name.....*Himashree Das*.....

Date: *25/09/23*

Place: *Sivasagar*



**ASSAM ENERGY INSTITUTE, SIVASAGAR**  
**CENTRE OF RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI**

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Student Full Signature.....*Himashree Das*.....

Name.....*Himashree Das*.....

Date: *25/09/23*

Place: *Sivasagar*