Dear Young Talents of 2014 Passing Out Batch,

I welcome you in the most significant phase of your academic journey. It is the time when you will gain your own recognition by showcasing your skills and competencies to the outside world. It is time when you would be asked to exhibit what all have learnt throughout your academic voyage and what all you would be acquiring in future.

I WELCOME YOU ALL FOR

CAMPUS RECRUITMENT FOR 2014 PASSING OUT BATCH

I would like to wish you good luck for all upcoming recruitment activities and I also believe that you would continue the success saga of your seniors, performing well in the Industry, and fulfill the dream of our Honorable Founder President Sir who wants to make each and every student of Amity a Success Story.

In continuation to my previous mail regarding the commencement of Campus Recruitment I would like to reiterate upon some of the important point discussed with majority of students participating in the Campus Recruitment this year.

Same are placed below for your personal review:

1. It is Mandatory for all Eligible Students to appear in all Companies coming for Campus Recruitments, till they get placed or else he / she will be strictly debarred from the entire placement season. It is the prime responsibility of every student to check Eligibility and other Details on www.amity.edu/placement. Detailed information about various Companies will be uploaded on this portal before 14th Sep 2013.

2. You will be provided with a Unique Campus ID No. This will act as your Permanent Roll No. for all Campus Recruitment Related Activities. You are also required to download Admit Card Format available on www.amity.edu/placement, fill it and get it signed with your HOD / HOI. Without Admit Card you will not be allowed to appear for any process.

   Your Campus ID No is : Click http://www.amity.edu/placement/pdf/619_1.pdf

3. Placement Process : All companies generally follow the following process
   a. Presentation about the Company & Job Profile (PPT)
b. Written Exam (Aptitude / Technical Test)
c. Group Discussion (10 to 12 Students)
d. Technical Interview (One to One)
e. HR Interview & Verification of Documents

4. All students need to ensure that they are meeting the eligibility criteria of the company as mentioned in the portal. All mark sheets are checked at the time of joining and if company founds that you have manipulated your marks / documents at the time of Campus Recruitment your job offer will be terminated and you name will be blacklisted forever.

5. All Students need to ensure that their Data is correctly entered at their respective CRC / IIC office. If there are any changes then they need to contact their Placement Officer immediately.

6. Students have to ensure that they report on time as mentioned in the portal. Students coming late will be strictly disallowed to appear in that process.

7. Students have to wear Business Formals for every recruitment process. Students wearing casuals during recruitment process will be sent back.

8. Students always have to carry one folder with them containing Hard Board, Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items.

9. All students have to compulsorily carry their College I-Cards with them. Without I-card no students will be allowed to enter inside examination hall.

10. Every student will be given one Unique Campus ID No. which they always need to carry with them.

11. Students are not allowed to contact Company / HR Delegates directly for any reason. If they are facing any problem they have to first contact their Placement Officer (CRC / IIC) and discuss their problem with them.

12. Students have to arrange their own transport during campus recruitments.

13. **Amity strictly follows “One Students One Job Policy”. But Students from Core branches will be given one additional job opportunity in their core domain. (For Eg. If any**
Mechanical student is placed in an IT company he / she will also be allowed to appear in his / her core companies till he gets one final job offer, similar rule is applicable for EC, ET, Civil, Biotech & IC students)

14. Many a times it can happen that campus recruitment process can stretch till late night. All students have to inform this to their parents and should arrange their own transportation.

15. Mobile phones have to be switched off inside examination rooms / auditorium.

16. Strict discipline need to be followed by every student during the recruitment process. Any students found misbehaving or during misconduct will be debarred from the entire placement season.

17. First impression is not the last impression, but it last for a very long period. You are what you wear. You should understand that proper Formal Dressing plays a very vital role in leaving a positive impression on the interviewer.

18. From the last 13 years of my experience in Campus Placement, I can say that in the beginning when the bulk hiring is going on some of the students have a very casual approach, these are the students who miss the bus and then they wait forever to catch that bus again, but it never happen.

In the end I would like to quote that.

“Placement is not given, it has to be earned”

We can give you opportunities but you have to turn these opportunities into Appointment Letters.

I wish you good luck for your all future endeavors.

Prof. (Dr.) Ajay Rana
Director