AMITY TECHNICAL PLACEMENT CENTRE

IMPORTANT PLACEMENT GUIDELINES FOR 2017 PASSING OUT BATCH

Campus / Off Campus Recruitment Guidelines - 2017 Passing Out Batch

Dear Students

Greetings from Amity Universe!

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 the time when you would be asked to exhibit what all you have learnt throughout your academic voyage and what you would be acquiring in future.

Below are some of the important Instructions/ Guidelines adhering to Campus / Off Campus Recruitments for students of Amity Group Passing Out in the Year 2017. Please go through them minutely and follow these Guidelines Step by Step..

1. **Placement Portal :** It is the prime responsibility of students to check all the updates related to Campus Recruitment Drives, its eligibility, dates, venue etc. available on Amity Centralized Placement Portal i.e. www.amity.edu/placement

2. **Campus ID No:** Students will be provided with a Unique Campus ID No. This will act as permanent Roll No. for all Campus Recruitment Related Activities. Students are also required to download Admit Card Format Available on www.amity.edu/placement and fill in the details required in that Admit Card and get them signed/ attested by your HOD/ HOI. Without it no students will be allowed to appear for any Test or Interview

3. **Placement Process** : All companies generally follow the following placement 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
    f. Verification of Documents

4. **Pre Placement Talk: It is mandatory for all Eligible Students to appear in the PPT of all Companies coming for Campus Recruitments.** Students will be given a choice to back out after the Presentation (PPT) of the company. No student will be allowed to back out from the company after clearing the 1st round (i.e Written test). If any student found missing after the written test he / she will be strictly debarred from the entire placement season.

5. **Eligibility:** All students need to ensure that they are meeting the eligibility criteria of the company as mentioned in the placement 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.

6. **Data:** 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.

7. **Reporting Time:** Students have to ensure that they report on time as mentioned in the portal. Students coming late will be strictly not allowed to appear in that process.

8. **Dress Code:** Students have to wear proper business formals for every recruitment process. Students wearing casuals during recruitment process will be sent back.

9. **Folder:** Students always have to carry one folder with them containing Hard Board, Mark sheets, Certificates, Passport Size Photos, Resumes & Stationery items like Pen, Pencil, Blank Sheets, Stapler, Glue Stick etc.

10. **ID Card:** 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.

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

12. **Direct Interaction:** 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.

13. **Transport:** Students have to arrange their own transport during campus/off campus recruitments.

14. **Policy: 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 from Core Company. Similar rule is applicable for EC, ET, EEE, EI, IC, MAE, Civil, Biotech & Aerospace students etc.

15. **Dream Offer**: Placed students can also apply for Dream offer only when the package offered is more than double their existing offer.

16. **Joining**: Joining dates for the students is dependent on Company discretion and policy. All students need to join on time as per the communication received from the Company.

17. **Transportation:** 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 have to arrange their own transportation.

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

19. 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.

In case of any further clarification or query please contact your CRC / IIC / Placement Officer /Department.

I wish you good luck for your all future endeavors.

Prof. (Dr.) Ajay Rana

Director