

Placement Guidelines for Campus Recruitment – 2014 Passing Out Batch

Read all points carefully before appearing.

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. All information will be uploaded on this portal only.
2. Every student will be provided with a **Unique Campus ID No.** This will act as your Permanent Roll No. for all Campus Recruitment Related Activities.
3. Every student has to download **Admit Card** from www.amity.edu/placement and get it duly signed with their HOD / HOI. Without it no students will be allowed to appear for any Test or Interview
4. **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
5. All students need to ensure that they are meeting the **Eligibility criteria** of the company as mentioned in the portal. All marsheets are checked at the time of joining and if company finds 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. 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. 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.
8. Students have to wear **Business formals** for every recruitment process. Students wearing casuals during recruitment process will be sent back.

9. Students always have to carry one folder with them containing Hard Board, Attested Marsheets, Certificates, Passport Size Photos, Resumes & Stationery items.
10. All students have to compulsorily carry their **College I-Card** with them. Without I-card no students will be allowed to enter inside examination hall.
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.

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

Wishing you Best of Luck for Your Future

Prof. (Dr.) Ajay Rana

Director