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**RANKED AMONGST THE  
TOP 3% UNIVERSITIES  
GLOBALLY**



AND

**WITH THE  
HIGHEST US AND UK  
ACCREDITATIONS**



**RANKED AMONG THE  
TOP UNIVERSITIES GLOBALLY FOR  
PRODUCING THE  
MOST EMPLOYABLE  
GRADUATES**



**LISTED AS ONE OF THE TOP  
UNIVERSITIES WITH INNOVATION  
ACHIEVEMENTS  
IN INDIA BY**



**RANKED INDIA'S #1 PVT.  
UNIVERSITY  
FOR THE NINTH YEAR**



**ACCREDITED  
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**NAAC**  
NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL



**AMITY TECHNICAL  
PLACEMENT CENTRE**

*Placement Guidelines  
2022-2023*

# STUDENT'S GUIDELINES

## FOR THE

### 2022-23 PLACEMENT SEASON

*The purpose of this document is to ensure the smooth conduct of the Campus Placements and to ensure that all the students receive the best career opportunities. Amity Technical Placement Centre reserves the right to change these guidelines or add new ones as per the required circumstances & industry trends.*



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## AMITY TECHNICAL PLACEMENT CENTRE

Amity University has always enjoyed special preference from Indian as well as foreign recruiters on account of its excellent performance sustained over a long period of time and its strong brand image. To remain competitive in today's world, being adept in one area will not suffice. One must be familiar with other domains too. On the technology front, Amity University offers a wide range of traditional as well as modern programmes in the field of Science, Engineering & Technology.

There is a great demand for knowledgeable, talented, and devoted people in the industry. Amity Technical Placement Centre (ATPC) is established with the aim of guiding and helping the students to get deserving placements in the required field(s). ATPC provides placement assistance to the students at Amity University Uttar Pradesh. The department not only guides students on their career plans but also puts extreme emphasis on grooming them for success in interviews through group discussion & public speaking techniques. The unique bundle of placement grooming modules along with the ability of Amity students to think out-of-the-box solutions for uncommon problems makes them ideal for industries across the globe.

## Message from the Amity Technical Placement Centre

My Dear Students

We 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.

Campus placement is the most important milestone, pre-final year students achieve at Amity. It's a dream of every student to start with flying colours. What you will become tomorrow depends on how you kickstart your career through Campus Placements. Your future, your recognition, your aim, your lifestyle, your satisfaction and happiness all depends on that one offer letter that you get from your Campus Placement.

Below are some of the Important Guidelines adhering to Campus Recruitment for students of Amity Education Group Passing Out in the Year 2023. Students are advised to go through them minutely and follow them Step by Step.

Best Wishes for the Upcoming Placement Season

Team

Amity Technical Placement Centre

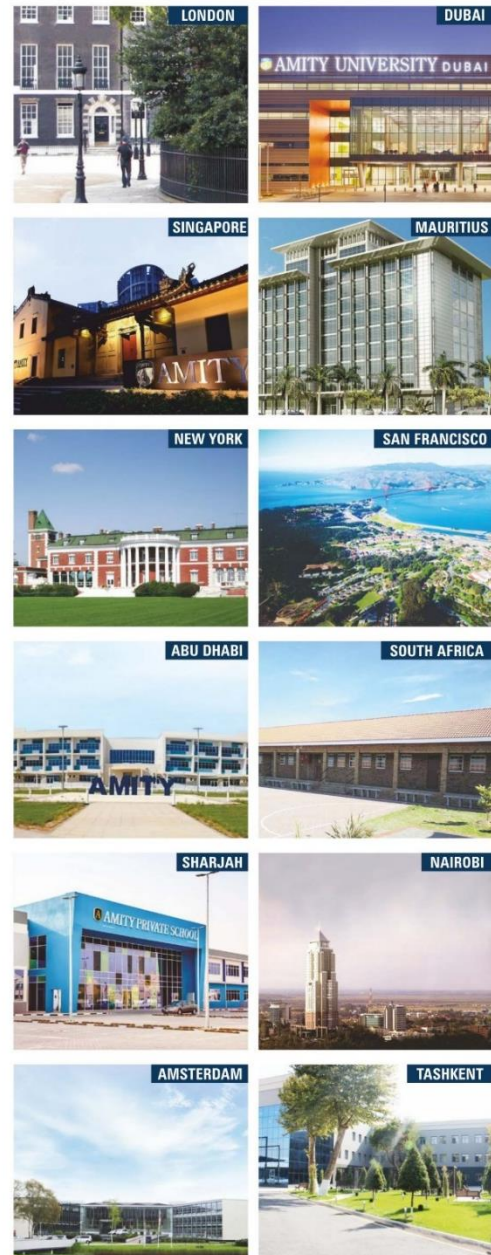


## AMITY EDUCATION GROUP

### AMITY UNIVERSITY CAMPUSES IN INDIA



### AMITY'S GLOBAL CAMPUSES



## Phases of Placements

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**July**

**Announcement of Placement Season**

**July- November**

Phase 1 of Campus Placements

**January - March**

Phase 2 of Campus Placement

**May - June**

Phase- 3 for ONLY Unplaced Students  
(Open Campus Drives)

## Data Validation on Amizone

The student registration process for all Campus Recruitment Drives has been Automated. All eligible sets of students will be able to see Job Notifications by logging in to their Amizone Accounts.

Students need go to the respective company in the placement tab and click on the “Apply” button to register

It is important for students to ensure that their all personal as well as academic credentials on Amizone are accurate, the automated system will only enable eligible students to participate in the particular drive, basis their academic scores and specializations.

Students are advised to religiously use single Email Id & Contact Number for all correspondence during Campus Placements and check their Email ID (Also JUNK & SPAM folder) twice daily.



## Automated Placement Process

The placement process at Amity has been automated to streamline the campus recruitment process from end to end. Placement automation is a way of improving the traditional placement procedures by eliminating manual tasks and increasing efficiency.

As per the new placement process, all Campus Recruitment details would be published on Amizone and the Amity Placement Portal, simultaneously, to the eligible set of students only. Students can apply for the respective Job Notification only through their Amizone Account. Once the timeline for a recruitment process has lapsed the student will not be allowed to apply and be a part of the campus drive.

Students need to log in to their Amizone account and click on the placement tab. All the Job notifications for which he/ she is eligible (specification-wise), will be visible to the student under this tab. The student needs to judiciously read all the specifications mentioned in the Job Notification and apply for the recruitment process by clicking on “Apply Now”. **Once the student has applied, he cannot back out from the placement drive of a particular company and his registration is captured for that particular campus recruitment drive. He will further be notified by ATPC for the recruitment process ahead.**

A detailed tutorial has been prepared for your better understanding.

[STUDENT DOCKET TO APPLY FOR THE PLACEMENT DRIVE THROUGH AMIZONE](#)



## **Uploading of Resume on Amizone**

Building a good resume is a skill. It is your capability to clearly, concisely, and strategically present your qualifications to get a recruiter interested in meeting you. So having a strong and eye-catching resume that perfectly captures your relevant skills and work experience makes the difference.

Students need to prepare a comprehensive resume, with photographs pasted on the top right-hand side. The resume should be of one page, highlighting the skills, strengths, projects, and internships of the student, and upload the same in their Amizone.

A properly crafted resume enhances the employability of the prospective student and assists recruiters in easy identification of the required talent. It is necessary to have a perfectly written resume that can portray students as good professional or budding professional who is ready to face this challenging world.

To help you understand, what needs to go down on that paper to make it stand out, a standard resume template is shared with you. Please click on the link below –

**[CLICK HERE TO ACCESS MORE DETAILS](#)**

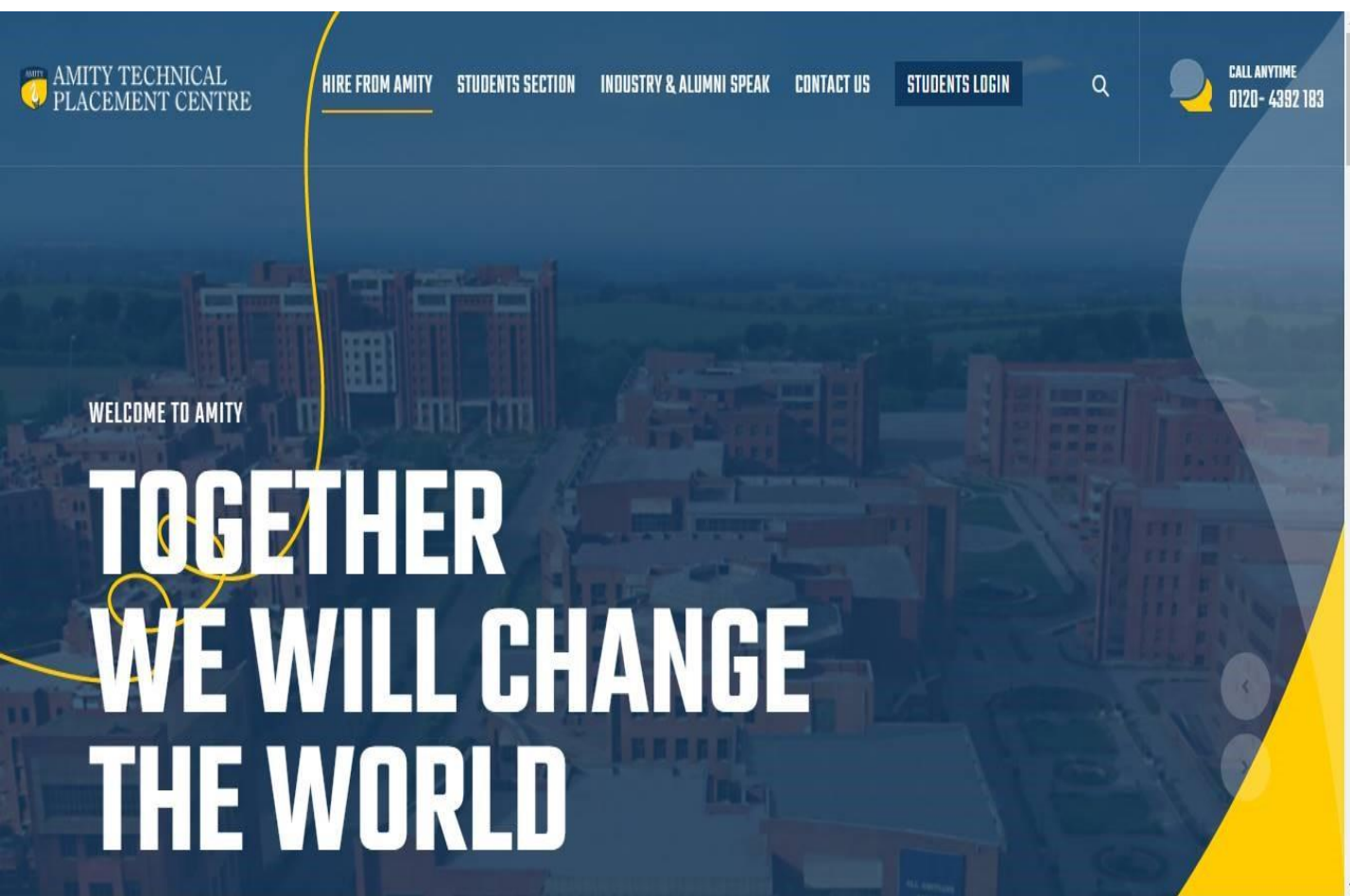
**[STANDARD RESUME TEMPLATE](#)**

## Placement Portal

Amity has a very strong and dynamic placement portal, all the updates related to Campus Recruitment Drives, its eligibility, dates, venue etc. are made available on Amity Centralized Placement Portal i.e., [www.amity.edu/placement](http://www.amity.edu/placement) on a regular basis. The same job notifications are made visible on Amizone also.

There are possibilities that the Job notifications will be made visible to students, Only through Amity Placement Portal or Only through Amizone.

Students are advised to remain active on both the placement portal and Amizone and remain apprised of the happenings at the Placement Cell.



## **Applying for Companies**

### **Research About the Company**

Before applying and participating in the placement process of a company, it is important to study and check the company profile and background of each company thoroughly. The information you gather about the company, will strengthen your position and help you make a positive first impression in an interview.

Be clear about your choice of profile and weigh your chances well before registering. Students cannot forgo any selection round post the registration, that is conducted by the companies they have registered for. This includes PPT, Online tests, GDs, interviews, etc. Failure in abiding by the above would have strict actions taken by College Authorities.

### **Eligibility**

Eligibility Criteria, Varies from Company to Company but generally comprises of:

- 10th %, 12th %
- Graduation / B.Tech %
- Post Graduation %
- Backlogs
- Year Gaps
- Knowledge / Certification of any specific tool/ technology/ domain/ Language Expertise

All students need to ensure that they are meeting the eligibility criteria of the company as mentioned in the Job Notification. All mark sheets are checked at the time of joining and if the company finds any discrepancy in the mark sheets/documents, the job offer will be terminated and the student will be blacklisted for further drives.

## **Student's Participation**

### **Dress Code**

A clean and neat professional appearance is an important step in making a good first impression.

The way you dress for an interview gives potential employers their first impression of how you present yourself professionally. Even if you look great on paper, if you don't dress appropriately for an interview, you give the impression that you lack respect for yourself and those you are meeting with. Your appearance sets the assumptions you will then get a chance to prove or disprove

Different industries have different expectations of how candidates and employees should dress. The appropriate dress code can vary greatly depending on the company, industry, and location.

Students have to wear proper business formals for every recruitment process. Students wearing casuals during placement processes will not be entertained. (Even in Virtual Placement Drives)

**[CLICK HERE TO ACCESS MORE DETAILS](#)**

## Timeline

Every company visiting for campus recruitment has different guidelines and formats for accepting student applications. Companies have varied Hard Timelines for the complete recruitment process, and adhering to these timelines also depicts the seriousness of a student for an opportunity with a particular company.

Students are strictly advised to follow the timelines mentioned in the Job Notification. Once the deadline to apply in any company gets over, under no circumstances, the new entry will be getting considered.

## Reporting Time

Throughout each stage of the campus recruitment process you must display professionalism, courtesy, and respect to all those you interact with and engage with you. This includes being punctual and reporting on time.

No matter how much qualified or suitable you are for a job, if you are late depicts a lack of preparedness or lack of consideration for others. It is highly recommended to arrive early; ten to fifteen minutes is suggested. Being punctual and being available and ready for the interviewer is a way to show respect.

Students have to ensure that they report on time as mentioned on the placement portal. Students coming late will be strictly not allowed to appear in that process. (For both Physical / Virtual placement processes)

## ID Card

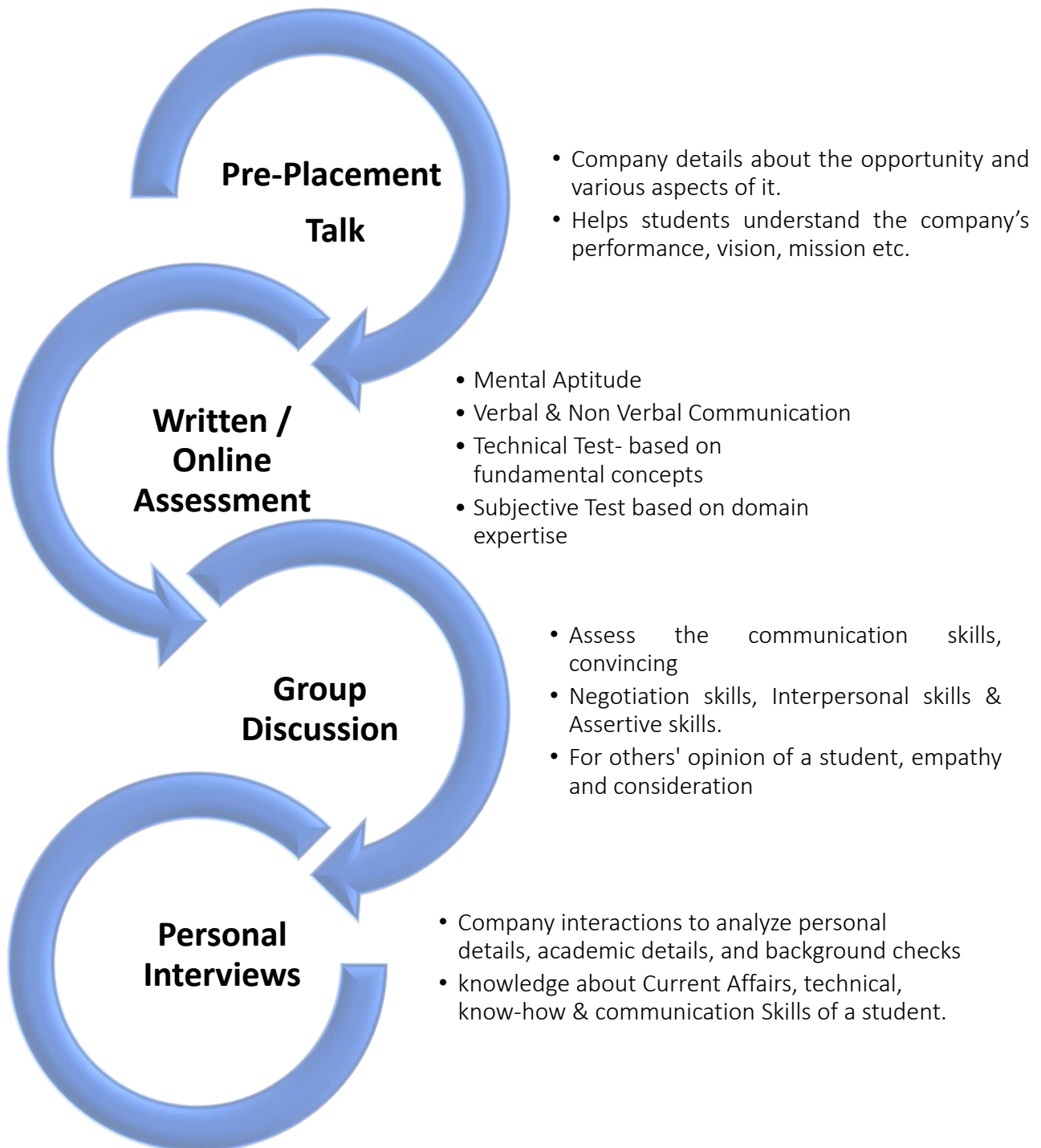
A student card allows its beneficiary to be recognized as a student, which entitles him/her to benefit from the numerous advantages offered on the university campus. This card usually contains the beneficiary's personal data, as well as a photo for identification purposes.

All students have to compulsorily wear their College I-Cards around their neck.



## Standard Placement Process

Companies generally follow the following placement process -



## Pre-Placement Talk (PPTs)

This is the interaction session held by companies before commencing their selection process.

It is compulsory for every registered student to attend the PPT. It will help students have a good insight into the nature and requirements of the job profile being offered.

Students will have a detailed description of the company's work, background, products, and client details, which will help them during interviews.

## Witten / Online Tests

### Important Points to Remember

- Companies have adapted a rigorous online automated invigilation with computer-based exams. Automated proctoring system (referred to as APR) – all activities in the test-taking platform for the complete duration of the test are monitored by the system.
- A complex algorithm ensures the capture of all malpractices and deviations to compute the result of the Test conducted.
- Internet Speed required is always at least 1 GB with a minimum speed of 8-10 MBPS during the test. The Test needs to be attempted from a laptop or desktop (with webcam), preferably.
- The webcam must be installed strictly in front of the face, and it is not allowed to install the camera from the side. The face must be fully framed, and no partial or complete exit from the camera's field of view is permitted.
- There should not be any other people in the room. It is prohibited to leave the workplace during the examination. There should not be voices or noise in the background during the test.





# AMITY TECHNICAL PLACEMENT CENTRE

## PLACEMENT GUIDELINES

2022 - 23



## 1. CONVERSION OF CGPA INTO PERCENTAGE

Companies visiting Amity for Campus Recruitment adopts very simple and strict formula for converting CGPA into percentage  
i.e.

$$\text{CGPA} \times 10 = \text{Percentage}$$

Example: If somebody is having 6.7 CGPA till current semester  
than his/her percentage would be

$$5.9 \times 10 = 59\%$$

There is **NO** other formula or parameter accepted by  
companies to convert CGPA into percentage.

## **2. CORPORATE 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. Respective Placement Officers may consult the ATPC Team to resolve the issues.

ATPC is dedicated and is consistently available to resolve all queries and concerns of students raised from time to time throughout the placement season. Students are advised to follow the proper channel defined above to report and ask all queries and concerns.

No student is allowed to share any original / photocopy of documents like Pan Card / Aadhar card / Voter card / Passport / Mark sheets with officials of any company without prior consent from ATPC Officers / CRC / HOI

No student is allowed to pay a single rupee to any Company Officials in lieu for any Training / Placement fees.

### **3. AMITY STRICTLY FOLLOWS THE 'ONE STUDENT ONE JOB POLICY'**

The Placement opportunity is made available to all the students eligible and registered for placement with ATPC, strictly following the policy of

#### **“ ONE STUDENT ONE JOB “**

Once a student is selected by a company, he/she will not be allowed to participate in any other campus drives organized by ATPC \*. The sole objective is to ensure that every student will get equal job opportunities and that only a few students do not consume up all the jobs.

Amity Alumni have been consistently performing well in the placement opportunities given to them through ATPC and had helped us strengthen our corporate associations year on year. Due to our outstanding Alumni Achievers working in corporates, our fresher students get good mentoring and guidance when they enter the corporate world.

Every student who clears the selection process with a company, should join and work in the same company for initial 2-3 years, eventually enhancing his / her skills, network, certification, and qualification.

If a student has been recruited by a company, the concerned student will not be allowed to appear for any other interview for placement arranged by the ATPC. However, placed students may be considered to sit for other drives on visits of Companies offering higher packages (as mentioned at Point No. 4\*) or a core stream company.

## **4. MULTIPLE JOBS / HIGHER PACKAGES**

With the changing market trend and looking at the potential of deserving candidates for higher packages –

**A student can have a maximum of 2 Job Offers \***

### **Case 1 :**

A student having an offer between 4 to 7.99 LPA (CTC), can only participate in the campus drive of companies offering (Current package x 2).

### **Case 2 :**

A student having an offer between 8 to 14.99 LPA (CTC), can only participate in the campus drive of companies offering { ( Current Package x 2) -1 }.

### **Case 3 :**

A student having an offer of 15 LPA (CTC) & above, will not be allowed to participate in any campus drives further. However, they may get a chance to participate in drives offering higher packages post-March 2023.

## **5. MULTIPLE OFFERS FOR STUDENTS FROM CORE BRANCHES**

In regards to the aspirations of students from Core Branches –

**A student can have a maximum of 2 Job Offers \***

1. All the cases as mentioned at Point No. 4.
2. A student (Core Branch) having an offer from an IT company, will be allowed to participate in the campus drive of any core company, irrespective of the salary package offered by that company.
3. A student (Core Branch) placed in a core company, will be allowed to participate in the campus drive of other Core companies in compliance with the cases mentioned at Point No. 4.

## **6. STRICT DISCIPLINE**

Strict discipline needs 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.

No casual talks or remarks should be extended by any students during the process or even after the process to company delegates.

Students cannot forgo any selection round post the registration, that is conducted by the companies they have registered for. This includes PPT, Online Test, GDs, interviews etc. Failure in abiding by the above would have strict actions taken by College Authorities.

## **7. JOINING**

Joining the schedule completely rests with the company's discretion and market scenario. All students need to join on time as per the communication received from the Company.

Companies may indicate early joining in their offer letters. Such cases will be reported to the ATPC, placement office, HOD, and Dean.

If a student is allowed to join early, then he/she would have to arrange the NOC from his / her respective department. The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time.

## **8. SUBMISSION OF OFFER LETTERS**

Generally within 48 hours, after the drive gets over companies share the list of selected students with ATPC. All students who get selected with a company will be informed by ATPC through mail or through the Amity Placement Portal.

The selected students are required to submit their Offer Letter / or initial selection mail received by the company (take a screenshot of mail, paste it into word and convert the word document into PDF) to ATPC through their Amizone Account login. The Offer Letter Submission tab will be available in their Amizone login under Placement Tab. The submission needs to be done within 24 hours of the receipt of the Selection mail or Offer letter.



## **9. NOT INTERESTED IN PLACEMENT**

Further, to optimize the campus placement process and to make sure that the students who actually need jobs, must get deserving campus placement. Students who have other aspirations and or are not interested in campus placement, mandatory need to submit the NIP Form (Not Interested in Placement) duly filled and signed by their parents to [atpc@amity.edu](mailto:atpc@amity.edu).

The subject line for the NIP Form submission should be – “Not Interested in Placement / Enrollment Number – “

[CLICK HERE TO GET THE “ NIP FORM ”](#)

In case of any further guidance or query please contact your Location Head/ HOI/ HOD/ CRC / IIC / Placement Officer /Department.

ATPC reserves the right to modify any or all of the above-mentioned rules/regulations and procedures, whenever it is deemed necessary to do so.



## With Best Wishes

Mr Anjani Kumar Bhatnagar

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