

## ILS Placement and Internship Committee

### Placement Policy

#### 1. Placement Policy

- Placement applications will be subject to the condition that the student is interested in the particular organization and will be willing to accept the job, if offered. If a student applies for a job at a particular organization and does not show up on the recruitment day, he/she will be out of the placement process.
- Before appearing for the placement process of a particular organization, the student must thoroughly research about the organization.<sup>1</sup>
- If offered a job by a particular organization, the student will be allowed to reject only **one** offer throughout the placement process.
- Once a student accepts a job offer, he/she will be out of further placement process.
- **Students who have been selected for a job and having accepted the job must join the organization failing which they will be fined.**

#### 2. CV Verification

- In order to register for placements, it is mandatory for the students to get their CV verified by the Placement Cell. Students will not be

---

<sup>1</sup> Research includes the nature of organization, place of operation, the business it is involved in, practice areas, etc.

## ILS Placement and Internship Committee

allowed to proceed with the placement process without getting their CV verified.

- Students will be required to get their CV along with the required documents (i.e., marksheets, internship certificates, course or diploma certificates, if any) to the Placement Cell for verification.

### 3. Communication

- Any communication between the students and the organization will be routed through the ILS Placement Cell **only**. In the event it is found that any of the student who is registered with placement cell communicating with the organization personally will be disqualified permanently from the further placement process.
- In case the student wants to opt out of the placement process due to some personal reason, the same must be duly communicated to the ILS Placement Cell office. (**Fees will not be refunded**)
- Before applying for the job the students must have consulted their parents/Guardians.

### 4. Miscellaneous

- It is pertinent to note that ILS Placement Cell does **NOT** guarantee a job.
- In case a student fails to secure a job, the registration fees will **NOT** be refunded.
- Students while appearing for the process must be decently dressed in formals.