

## PAT CENTRE

### Do's and Don'ts in Campus Recruitments

#### Do's

1. Become a member of 2021 google groups. If you do not know how to become a member, seek the help of your friends. All communications would be sent through this Group mail only.
2. **Be at the Placement Process venue or online assessment before 15 minutes of the prescribed time for giving your attendance.**
3. **Attend the selection process in Formals including the test process (formal dress).**
4. **Always carry your resume, passport size photos and certificates in a folder when you come for the Pre Placement Talk and other recruitment processes.**
5. **Visit the website of the company before attending the selection process.**
6. **Keep abreast of the latest happenings by reading the newspapers. If you do not have such a habit, start it from TODAY.**
7. Be patient, if there is a delay in the start of the selection process. Don't forget the inexorable iron law of Indian Standard Time.
8. Be on prescribed time for announcement of the short list, if the announcement gets delayed, exercise patience.
9. **Always have pen, pencil and eraser for the remote online test.**
10. Send the information about the companies that are **currently recruiting**, to PAT office mail, when you hear/learn from your friends who study in other Institutions.
11. Read your emails and Notices in google groups regularly.
12. Register for a company's recruitment process before the date and time prescribed by PAT Centre.
13. **Apply for Passport, if you do not have it. Apply for PAN card, if you do not have it. Both are essential for you when you join any organization.**
14. **Take, at your own cost, one full medical exam. This would assure you and stop you from having unpleasant revelations at the official medical examinations (e.g. Color blindness).**
15. Do read these ground rules regularly to remind yourself of your responsibility.
16. **For online test during the lockdown period, ensure high speed net connectivity for online test and interview process.**

#### Don'ts

1. Don't ask for additional registration/extension of date and time for registration, as it is not accepted by the recruiting companies (once the list is sent to the company).
2. Don't register for Dream / Super Dream Companies selection process, if you intend to do higher studies. It may lead to severe punishment.
3. If there was a short listing done by the company for its selection process, please don't try to ask the criteria for short listing either with PAT or the company. It is the sole prerogative of the Company.
4. Don't ask for the relaxation of eligibility criteria, as it is fixed by the companies and not by PAT Center.
5. Don't indulge in any malpractice during the selection process as it would certainly lead to the cancellation of your PAT Registration and Disciplinary action by the University.
6. Don't talk to the recruiters unnecessarily.
7. Don't attend the PPT of those companies for which you are not eligible.
8. Don't ask the Mobile nos, email ID. of the HR Manager or others conduct the recruitment.
9. Don't share the VIT Placement Information, model question papers with the students of other Colleges.
10. Don't round off your academic scores. 6.99 is not equal to 7. The Companies are super fussy about this.
11. Please read these simple rules. Don't ask the same question again and again.
12. For interpretation and clarification of academic regulations you must consult the Dean (Academics)
13. You must contact the CoE for all matter concerning exam results/mark sheets/GPA/CGPA, Provisional certificates/Degree certificates etc and **not** PAT Centre.

***PAT Center desires that every single registered and eligible VIT student gets a job. This depends on the Market demand and the economic situation of India at the given time.***

Good Luck.Best wishes.

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**Regards,  
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