

# ILS Placement and Internship Committee

## PLACEMENT POLICY

### 1. ELIGIBILITY

- Attend **all** the Contract Law and Company Law lectures conducted by the ILS Placement Cell.
- **Passing the MCQ exam on Contract and Company law of 50 marks with passing criteria of 40%.**

### 2. PLACEMENT POLICY

- Interested students of IV B.A.LL.B. and II LL.B. can register for soft skills training and placements. Students can register for either Soft Skills Training Program solely or for both Soft Skills Training and Placements. Please note that soft skill training is mandatory for students registering for placement process.
- 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.
- Every student has to mandatorily attend every pre-placement talk taking place during the complete placement process whether they are appearing for the same or not. 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.**

### 3. CV VERIFICATION

- The students must get their CV verified by the Placement Cell. Students will not be allowed to proceed with the placement process without getting their CV verified.  
**Please keep the hard copy of marksheets ready for verification.**
- A format for the CV will be shared with the students for reference. Though it is not mandatory to abide by the same format but that must be used as a reference and complete and true information should be written down in the CV with font size ranging from 10-14.

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- Those who wish to register for placements are requested to keep their important documents (including marksheets, internship certificates and other such documents) ready for the purpose of CV Verification which will happen immediately after registrations.
- Though the CV verification will happen online but the marksheets will be verified in-person. Students shall be required to mail their CV along with the required documents (i.e. internship certificates, course or diploma certificates, if any) to the Placement Cell.
- If the students do not have their marksheets available with them, they are requested to apply for their marksheets online on the university website as soon as possible.
- In case of any addition in the CV after the CV verification has already been done (for instance, new internship experience), the student will have to inform the placement cell about the same with proof. If any student makes any substantial modification to their CV without getting it verified by the placement cell, his/her CV will not be forwarded to the recruiters.

#### 4. 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.

#### 5. 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.

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