

# GUIDELINES

**TO BE FOLLOWED FOR PRESENTATION, TEST AND INTERVIEWS BEING CONDUCTED AT CAMPUS BY THE PROSPECTIVE EMPLOYERS**

Consequent to the completion of Final year Examinations, many prospective employers will be arranging the presentations, test and interviews at campus through the courtesy of Directorate of Industrial Liaison (DIL).

While DIL keeps the concern chairmen, class advisors and graduating students informed through notices, flyers, but many participants do not pay serious attention to the conditions mentioned in the flyers.

Following guidelines are given for compliance so that the visiting employer's team is facilitated for their works.

1. Graduating students should perpetually check Notices and Flyers on their departments Notice Board and DIL Notice Board (Including DIL Web link).
2. If any clarification is required please contact DIL immediately in any case before the scheduled event.
3. Only those disciplines which are required to be appearing in the event should come. No equivalence certificates are to be produced, as DIL already check with the employer's for the required disciplines. The choice of disciplines is the prerogative of employer.
4. Graduating students are essentially required to bring:-
  - a. CNIC
  - b. University Card
  - c. Updated CV (Max: 2 Pages) with Photos Separately.
  - d. Stationary (Pen, Pencil, Erasers etc.)
5. Those graduating students, who are eligible to appear in event, are requested to be present at least 15-20 minutes before the start of event. Late comers will not be allowed once the doors of the venue are closed.
6. Graduating students are requested to maintain discipline during the event in Auditorium, Lecture Halls, Drawing Halls the venue of the event. They should refrain from hooting and passing adverse comments, please note this type of behavior give a bad image of university.
7. Follow the instructions given by the representative of employers in letter and spirit, refrain from influencing through personal channels.

- The concerned Chairmen and Class Advisors are requested to pay a courtesy visit to the event venue to help employers and DIL in accomplishing the above guidelines.