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| **S.No** | **Activities** | **Reference** |
| PD | Booking the Standee | Format-1 |
| PD | Booking the Infrastructure | Format-1 |
| PD | Booking BF/Lunch/Snacks | Format-1 |
| PD | Preparing the Attendance Sheet on a Branch Level |   |
|   |   |   |
| Step  |   |   |
| 1 | Taking Attendance of the students |   |
| 2 | Placing the standee at the correct place  |   |
| 3 | Organizing Photography |   |
| 4 | Informing Security to Allow the Delegates  |   |
| 5 | Receiving the Delegates from out Side the Reception |   |
| 6 | Take the Delegates to the CRC Board Room |   |
| 7 | Have a Breakfast ( Approval taken previous day ) | Format-1 |
| 8 | Discuss the execution plan |   |
| 9 | Company Presentation by Delegates at Seminar  |   |
| 10 | Organizing Photography |   |
| 11 | Online Test/Written Test as per plan |   |
| 12 | coordinating Online test  | Format-1 |
| 13 | Coordinating Written test ,(Taking Photocopy of the Question Paper ) |   |
| 14 | Taking the list of Shortlist Students |   |
| 15 | Communication to the students about the result |   |
| 16 | Lunch with Delegates | Format-1 |
| 17 | 2nd round of Interview as per plan |   |
| 18 | Organizing Interview as per Sequence & As per Cabin allotted |   |
| 19 | Evening Snacks | Format-1 |
| 20 | Meeting with Director sir & Delegates |   |
| 21 | Taking report of Final Selection |   |
| 22 | Communication to the students about the result |   |
| 23 | Handing over the Gift |   |
| 24 | Feedback from Delegates |   |
| 25 | See off at Vehicle |   |
|   |   |   |

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|  | Notice |   |  |  |
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| **ABESIT/00138/CRC/2019-20** |  |  | **Date** |   |
|  |  |  |  |  |
| **Pool Campus Recruitment Drive** |   |  |  |  |
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| About Company |  |  |  |  |
| Website |  |  |  |  |
| Branch |  |  |  |  |
| Criteria |  |  |  |  |
| Designation |  |  |  |  |
| Job Description |  |  |  |  |
| Salary Structure |  |  |  |  |
| Registration Link |  |  |  |  |
| Last Date to register online  |  |  |  |  |
| Required Skill |  |  |  |  |
| Key Responsibilities |  |  |  |  |
| Service Agreement |  |  |  |  |
| Selection Process |  |  |  |  |
| Date of Drive |  |  |  |  |
| Reporting time |  |  |  |  |
| Venue |  |  |  |  |
| Shifts |  |  |  |  |
| Job Location |  |  |  |  |
| Important Instruction |  |  |  |  |

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