



## CODE OF ETHICS – Portal



- I agree to develop/upload my updated CV with a recent photograph at the portal.
- I shall submit my CV to OCS before the final exam or completion of my degree.
- I will start building my Personal Brand Statement in consultation with and as per the guidelines provided by OCS.
- I shall develop good knowledge base on my core subjects.
- I shall maintain strong liaison with OCS throughout my journey at UMT.
- I will check my emails from OCS on daily basis.
- I agree to apply for any internship/job opportunity at the portal with my updated CV.
- I understand that after applying for any opportunity at the portal, as per the eligibility criteria, I am obliged to maintain the rapport and brand image of OCS and UMT.
- I understand that I will apply for any opportunity after reading the advertisement thoroughly and confirming that I am eligible for the position.
- I agree that after applying for a certain job at the portal or through email, I ensure to keep a check on my phone calls and emails for any information.
- I agree that if I miss a call or email from an employer or OCS regarding interview or test, I shall call back and communicate about it.
- I agree that if I get shortlisted or selected by the employer, I am obliged to appear at the interview or test and inform the status to OCS at UMT.
- In case of emergency or unforeseen circumstances, if I am not able to appear for the interview, I am bound to inform the Employer and OCS about it.
- In case if my interview gets skipped or missed after confirmation and I do not inform Employer or the OCS, OCS has right to blacklist my application and deactivate my account at the portal.
- I confirm that whenever OCS asks me or advices me to visit OCS for CV developing, grooming and counseling sessions or for interview preparation the for Job opportunities, I will visit OCS as per the mutually decided time.

**I hereby state that I agree to all the above points. Non-compliance with the above, shall lead to deactivation of my account and blacklisting me from applying for any opportunity at the portal or by email.**