

All IITs' Placement Committee (AIPC)



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Prof. M. Santhanam
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Prof. S. Agnihotri
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Prof. N. P. Padhy
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Important Guidelines by the AIPC to the Recruiters

In order to have a mutual benefit and to have a long term association, the AIPC has indicated the following guidelines to the recruiters. All the recruiters are requested to run through these to have a smooth placement process.

1. **PPOs:** Since the process for the final placements starts in the month of September, in order to have mutual benefit, the status of the PPOs may be informed by mid-September. This is for students selected for intern through on campus internship hiring process by the recruiters and after successful completion of the internship.

2. **Key information on the offers made:** If a company makes offers during December placement session, the following key information may be provided along with the offer letter

- The details on the salary structure (take to home) based on the CTC criteria
- Joining location
- Date of Joining

The offer letters may be provided by the end of March every year so that the candidate can better prepare to join the company.

3. **Direct offers:** In case of direct offers to the student, a copy is sent to the concerned Placement/CDC/CCD office.

4. **Deviated offer date:** In case of any deviations or not being able to send the offers by the end of March, suitable information with relevant reason may be informed to the concerned Placement/CDC/CCD Office.

5. **Students with backlogs:** If a company does not accept students with arrears/backlogs, it would help to avoid complications if the same is intimated in advance (at the time of registration).

6. **Requirement on bond:** If the policy of a company requires signing a bond as part of the joining, it would be better to specify clearly at the time of registration (on the registration portal).

7. **Time durations:** The maximum time for any pre-assessment test (online or off-line) is 90 minutes. Under certain exceptional cases another 30

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minutes may be considered. Since, the deadlines during the final placements are very close with a sequence of companies scheduled, the process will remain smooth if a company completes the personal interview process within 6 hours during December hiring. It is also decided that the time per personal interview per candidate per company should not be more than 60 minutes.

9. **Major deviations:** In case of deferred joining date, change in the package and/or profile and withdrawing offers, the same is to be intimated to the concerned Placement/CDC/CCD Office while indicating suitable justification for such a decision. This may be intimated to Placement/CDC/CCD Office before informing the candidate.

10. **Representation during the Pre-assessment tests:** In order to have mutual benefit, it would be better that at least one representative from the company is present on the campus during the pre-assessment tests that are being conducted before 1st December.

11. **Medical tests and Visa:** Regarding medical tests and visa delay issues, it will be beneficial that the recruiter informs students in advance through Placement/CDC/CCD office. Also any compensation for the extreme delay should be indicated to the candidates and beyond certain time period (say two-three months) if there is any compensation, it should be mentioned.

(Kaustubha Mohanty)

AIPC Convener

Dated the 8th September 2017