

Policies for Placement Hiring Process 2020-21 at IIT Guwahati

The general policies of the placement process are given at the following link:
http://iitg.ac.in/ccd/?p=intern_policies

Policies regarding slot offer and result declaration

1. There may be multiple companies in a slot. It may be noted that a particular slot may span over multiple days. Also, there may be multiple slots in a single day. The company and the students shall be notified about the slot/period.

2. Students may apply for multiple companies during a particular slot. A declaration on preference order of companies will be taken from each student who is appearing in the process of multiple companies in that particular slot.

3. No company should intimate the student about their results or interact with them about their preference orders. All such communication should take place through the Centre for Career Development, IIT Guwahati or its representative (Point of Contact).

4. The AIPC guidelines state that *“For a single company, a student can appear for a personal interview for a maximum of two hours which must include multiple sessions along with a break in between and no single session can go beyond 45 minutes”*. The participating companies are expected to adhere strictly to this rule.

5. Due to the current circumstances, we request the companies to make provisions for students unable to attend the tests or interviews due to reasons such as illness, power cuts and other such circumstances. This includes steps such as conducting multiple test and interview slots over a number of days, telephonic interviews for students with poor connectivity where applicable and including selection on the basis of CV in the process.

6. The companies will provide the list of the selected students (along with an “extended offer” list) to the Centre for Career Development, IIT Guwahati or its representative (Point of Contact). However, the offers will not be valid until the end of the slot.

7. In case a student receives multiple offers in a slot, he/she will be finally given the offer in only one company as per his/her preference/order.

8. In case a company decides to defer its final selection list, the students will be allowed to appear in other companies on subsequent days till they finally get selected. If a student is selected by a company in the subsequent slot/day & the company that deferred its decision also makes an offer to the student later on, then:

- If more than one offer are made to the student on the same day, then the student will be given an option to choose between the company of the previous slot/day and the company of the current slot/day.
- If the company (which deferred its selection process) gives its result after the student has been selected by another company, this late offer will be rejected and the company would be informed.

9. The final list of students selected in various companies, after cross-checking with the preference order of students will be intimated to the company personnel and students by the Centre for Career Development, IIT Guwahati at the end of the slot.

10. In case all the offers given by the company are not converted (which will happen if the selected student received offer from a company having higher preference in his/her choices), then these remaining offers will be given to the students in the “extended offer” list, again taking into consideration the preference order of the student.

Placement Job Announcement Form (JAF)

1. The company has to fill a JAF (Job Announcement Form) at the online [portal](#). This can be done by using the link sent in the invitation email to the company. The profile can be shared with the students only after the JAF is completed and approved by the CCD.

2. In case a company is offering multiple profiles it is mandatory to fill a separate JAF for each profile.

3. Mandatory fields indicated in the JAF must be filled. CCD office will inform the company whether the submitted JAF meets the requirements or not.

4. In case there are any changes in the JAF after it has been shared with the students, the same can be intimated to the CCD office. Once approved, the JAF will be modified by the CCD office.

Pre-Placement Offer (PPO) policy

Those who receive PPO through the on-campus internship process and accept it within the stipulated time period, are deemed to be placed. These students will be out of the final placement process and need not register for the same. Those who reject the PPO will be eligible to sit for the final placement process and will be considered in the general pool.

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