

**Guidelines & Policies for Recruiters
2021-22 Academic Year**

The Training and Placement Cell (TPC), IIT Patna follows the below policy while hosting recruiters for on-campus processes. The purpose of this policy is to ensure that all the processes are transparent and that the stakeholders of the placement process are informed about our principles. The Training and Placement Cell, IIT Patna reserves the right to alter the policy with immediate effect under unforeseen circumstances.

1. The recruiter (company or organization) should fill the Job Announcement Form (JAF) and intimate TPC via email. Accurate information on job profile, number of selection rounds, shortlisting and selection criteria, compensation, etc. are to be given in JAF. Any deviation from the JAF should be confirmed at the earliest through email communication. If a recruiter requires the selected candidates to undertake a bond for joining, the nature and duration of the bond has to be clearly stated in the JAF. Similarly, additional requirements such as medical fitness, minimum CGPA at the time of joining, etc. needs to be stated in the JAF.
2. The recruiter will be provided with the contact information of a student Point of Contact (POC) who would be taking the process forward. Recruiters are requested to clarify all requirements and procedures for the selection process with the POC. Scheduling of the process will be confirmed by the POC, after consultation with the TPC office.
3. The JAF will be shared with students and registrations for the process will be commenced by the POC. The list of registered candidates and their resume will be shared by the POC with the recruiter through email. The recruiter may shortlist students for test and/or interview based on their resume. The shortlist has to be provided by the recruiter to the POC through email, at the earliest and within seven days of sharing the registered list.
4. All recruiters are suggested to conduct a Pre-Placement Talk (PPT) before or after the registration process. The dates for the PPT can be suggested by the recruiters and will be confirmed by the POC, after approval from the TPC and based on mutual consent. At least one official representative of the recruiting company/organization is required to be present during the PPT. Maximum duration for a PPT should not exceed one hour.
5. The recruiter may conduct maximum two rounds of test on pre-determined schedule. Results of the tests and the list of students shortlisted for interviews need to be shared with the POC within 3 days of the test. The type and content of the tests needs to be shared with the POC or during the PPT, before the test.
6. The date for the interview will be provided by the TPC to the recruiters, based on mutual consent. Exact schedule and timing of interviews can be decided by the recruiter and provided to the POCs at least 2 days before the interview. However, multiple companies may be assigned the same dates and the interviews may occur parallelly. Hence, the POCs may request modifications in the final schedule if the interview schedule for a student in multiple companies coincide. The recruiters are requested to make minor modifications to the schedule to individual students based on request from POCs. If a student scheduled for interview accepts a job offer from another recruiter, this will be intimated to the HR by the POC and the HR is requested to remove the candidate from the list.

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7. Recruiters are requested not to share the interview/test links and schedules, shortlists, test/interview results, etc. directly with students. Recruiters may provide such information on email to the POC and TPC.
8. If a student is scheduled for multiple interviews within a span of 48 hours, his/her preference of the recruiters will be taken in chronological order, before the scheduled interviews. If the student secures multiple offers, he/she will be allowed to accept offer from the most preferred recruiter listed by the candidate. Other recruiters will be intimated regarding this choice and would be allowed to roll out more offers from their waitlist.
9. Recruiters are required to provide interview results within 12 hours from the completion of the interviews. Students will be provided 24 hours to accept the offers. Recruiters are requested to maintain a list of waitlisted candidates if any of the offered candidate rejects the offer due to multiple offers. The waitlisted candidate will be intimated about the offer after confirmation from the recruiter.
10. PPTs, tests, and interviews will be scheduled without affecting the academic calendar. During semester time, the processes can be held between 5:30 PM & 9:00 PM on weekdays. On weekends and holidays, the processes can be held from 8:00 AM to 9:00 PM.
11. Internship recruiters are required to provide information on Pre-Placement Offers (PPOs) for the intern candidates latest by 1st August to the TPC. TPC will share the same with the students and respond to the recruiter at the earliest. The students can accept or reject the offer within 24 hours.
12. Recruiters may share the offer letters for full-time employment latest by 31st March 2022, keeping TPC in the loop. Offer letter for summer internships may be shared before 15th April 2022.
13. Recruiters are not allowed to contact any student directly to coerce them to accept offers or for providing off-campus opportunities.
14. If the recruiters identify any malpractice from candidates, the TPC has to be intimated about the same through email. The recruiters are also requested to provide sufficient proof of such activities or the cause of concern so that the TPC can take appropriate action against such students.

General Notes

In the current session students are most likely to attend the placement process online from their homes. Hence, TPC will not be in a position to proctor tests and interviews. Recruiters may use appropriate online tools or platforms for the same and relevant information regarding the same has to be shared with the students, through TPC.

As our students may be attending the selection processes from homes, a few may have poor internet connectivity. Additionally, some may be affected by seasonal challenges such as flooding or hurricanes, affecting their locality. The recruiters are requested to be considerate about such requirements.

Looking forward to a fruitful association with all the recruiters.

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