



## IIT Dharwad Career Development Cell (CDC)

### **Placements: 2019-2020**

1. Placements at IIT Dharwad are being facilitated by CDC through a tier-based system determined based on the Gross Pay offered by the company as shown in the table below.

<b>Tier</b>	<b>Gross Pay (in Rs.) LPA = Lakhs per annum</b>
Tier-1	≥ 18 LPA
Tier-2	≥ 15 LPA but < 18 LPA
Tier-3	≥ 12 LPA but < 15 LPA
Tier-4	≥ 9 LPA but < 12 LPA
Tier-5	≥ 6 LPA but < 9 LPA
Tier-6	< 6 LPA

Note:

- Public Sector Units (PSUs), Government undertakings, Ministries and Indian Armed Forces are not classified into any tier.
- The CDC will not have any control over the order in which the companies arrive for placements.

### **Placement Rules for Students**

1. **Registration date:** All students who expect to graduate from the Institute by the end of the academic year 2019-2020 and are seeking employment must register for campus placements with this office by **31st of August**. Placement Registration is valid for ONE ACADEMIC YEAR ONLY. Only registered students are allowed to appear in the campus recruitment process.

2. **Job offer policy:**

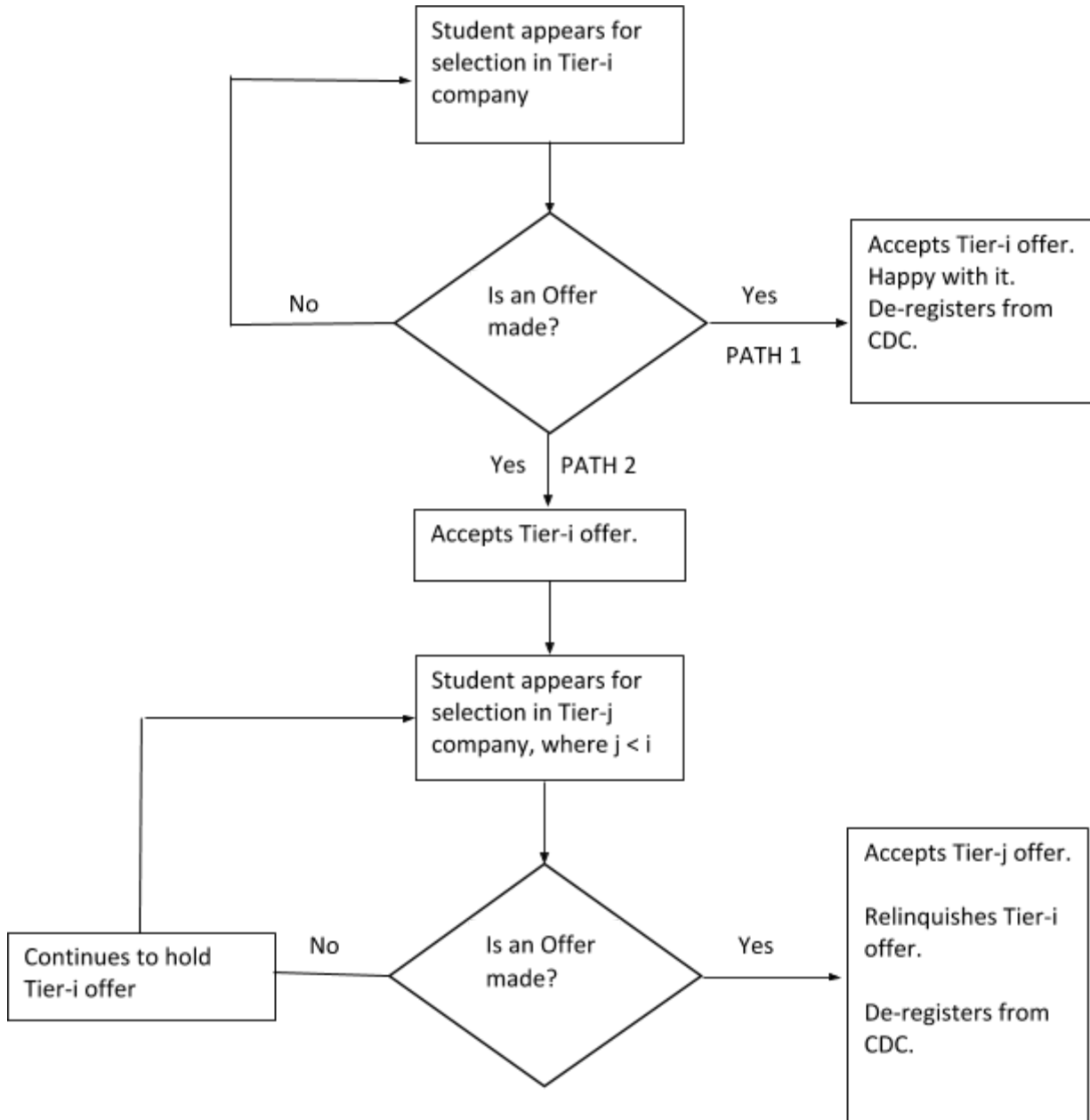
The placement policy for the academic year 2019-2020 is as per below flowchart.

#### **Important Note:**

- **PSUs**, Government undertakings, Ministries and Indian Armed Forces may visit the campus for placements any time. If a student **secures** a job at these organizations as his/her first or second offer then he/she would be de-registered from CDC.
- **Pre-Placement Offer (PPO):** If a student has secured PPO from tier i company, it is considered as his/her first offer. This implies that the student can appear for tier j company where  $j < i$ . If he/she secures tier j company offer then the student be de-registered from CDC.
- **Offer rejection:** If a student gets an offer from tier-i company, then he/she is bound to accept the offer. If a student rejects the offer, then he/she will be de-registered from CDC.



## Placement Policy, 2019-2020: Flowchart





## **Disciplinary rules**

1. **Updated documentation (no false claims):** Students should complete all required documentation, for example, updated CVs (up to 6<sup>th</sup> Semester CGPA) in template issued by CDC. If there is any change in CV (mobile No./email id etc.) students should immediately inform the CDC. If a student makes a false claim in his/her submitted resume details, his/her registration at the CDC for placements is liable to be cancelled, if the student already has received a job offer, it may be revoked and further disciplinary actions would be taken.
2. **Compulsory pre-placement talk (PPT) attendance:** It is compulsory for student who has applied for a particular company, to attend the Pre-Placement-Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she will not be allowed to apply till further clearance from the faculty in-charge, Placement Wing of Career Development Cell.
3. **No “pending” offers:** Students shall not request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.
4. **Respect selection process of the company (including dress code):** Students should follow the selection process norms provided by the company, including the dress code, filling out additional company-specific forms, etc.
5. **Declaring acceptance of off-campus offer:** Student who receive offer of her choice by means outside of CDC, should declare the same with CDC, and may de-register from CDC placements.

## **Guidelines for Companies**

1. **Job notification form (JnF):** Each company will fill out the Job notification Form (JnF). This form is available on IIT Dharwad website. The company has to provide the following mandatory data as per the JnF. The key data required are;
  - a. The CTC & Gross pay offered.
  - b. The geographic location where the job is being offered.
  - c. A brief description of the job and responsibilities, required skill set and selection process.
2. **Pre-placement offers (PPOs):** According to the All IIT Placements Committee (AIPC) guidelines, in order to have a mutual benefit, it is highly desirable that the status of the PPOs be informed by the last week of August. This is for students selected for intern through on campus internship hiring process by the recruiters and after successful completion of the internship.
3. **Accepting students with backlogs:** If a company has any reservation to shortlist/accepts students with arrears/backlogs, the company needs to inform the same in advance in the job notification form. The company should clearly spell these criteria in the job notification form such as: active/cleared backlogs, year gap, bond, medical fitness parameters etc.



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Indian Institute of Technology Dharwad

4. **Bonds:** If the policy of a company requires signing a bond as part of the joining, it is mandatory to specify clearly in the JnF.
5. **Selection process criteria:**
  - a. The maximum time for any pre-assessment test (online or off-line) is 90 minutes. Under certain exceptional cases another 30 minutes may be considered.
  - b. For a single company, a student can appear for personal interview for a maximum of two hours which must include multiple sessions along with break in between and no single session can go beyond 45 minutes.
  - c. The companies are requested to finish their Pre-Placement-Talks (PPTs), selection process and Interviews within a day.
  - d. The companies will have to have at least one representative from the company in campus during their selection process.
  - e. Recruiting organizations should NOT contact any student (by phone, email or any other means) unless he/she has been selected by the organization through campus placement, or is otherwise explicitly permitted to do so by the CDC. Direct contact with students before selection, without explicit permission from CDC is a violation of the policy.
6. **Making offers:** All companies are requested to release the Offer and hand it over to the Placement Wing of CDC within couple of hours after the completion of the recruitment session.