

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 kindly stick to these positively to have a smooth placement process.

Pre-Placement:

- 1. PPOs / PPIs:** This is for students selected as interns through on campus internship hiring process by the recruiters. After successful completion of the internship, it is highly desirable that the status of the PPOs be informed within two weeks of the completion of the internship. Companies are advised to leverage PPO instead of PPI as the latter does not provide significant benefits either to students or companies.
- 2. CTC parity:** In order to have a healthy environment, a company is expected to quote uniform CTC for the same job profile across all IITs as well as for all students selected from the same institute.
- 3. Students with backlogs:** If a company does not accept students with arrears/backlogs, the condition must be clearly mentioned in the Job Application Form (JAF) / Job Notification Form (JNF). Unless otherwise stated, this backlog would mean only the active backlogs.
- 4. Requirement on bond:** Companies are strongly discouraged the use of bonds as means of retention since it acts as a deterrent to most students. If the policy of a company still requires signing a bond as part of the joining, it is mandated to specify clearly at the time of registration (on registration portal /JAF / JNF). A sample draft of the bond should also be made available during JAF/JNF registration.
- 5. Pre-assessment and final selection tests:** Only one pre-assessment test is allowed for the final placement. Any further assessments (telephonic interview, GD, Personal Interview etc.) should be held on the same day and slot allotted to the company for the final round. Companies are free to decide the mode of pre-assessment tests viz. through virtual / online or through campus visit physically or a hybrid one. In case the mode of assessment is virtual / online, the companies are encouraged to arrange appropriate proctoring from their side. In case of campus visit, it is encouraged that representatives from the company is present in the venue during pre-assessment tests. In case invigilated examination center is required from the institutes, companies need to inform the institute well in advance.
- 6. Time duration:** 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. Since the deadlines during 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 window allotted to them. The duration per personal interview per candidate per company should not be more than 60 minutes for offline and 45 minutes for online interviews.

7. **Medical tests and Visa:** If the company has stringent medical conditions such as color blindness etc. it must be clearly mentioned in JAF/ JNF. If such conditions are not mentioned in JNF/ JAF, students cannot be denied joining later on this ground. For international offers, regarding medical tests and visa delay issues, it will be beneficial that the recruiter informs students in advance through Placement/CDC/CCD office. For such offers, companies are required to communicate and guide the selected students regarding visa / work permit / medical test and other related processes and lead time for obtaining the same.
8. **Terms and conditions of employment:** All recruiters are advised to clear the employment terms and conditions, payment terms etc. with the students before asking for offer acceptance. Companies should prescribe a proforma for obtaining offer acceptance from the students. If in future existing terms and conditions are violated or new terms conditions are imposed over the specified one (especially not in favor of the students), the matter can be referred to AIPC for further action. If needed, the matter can be referred for further legal action.
9. **Selection through Hackathon, Case studies:** On-campus internship and full time placement through Hackathon, Case studies competition etc., before the placement phase-1 season is strictly prohibited. Upon observation of such cases these companies will be debarred from recruitment process in all IITs.
10. **Spot Offers:** Spot offers during the time of personal interview is not permitted.

Post –Placement:

A. **Key information on the offers made:** For full time placement offer following may be noted:

- The offer letter must be released within one month from the commencement of result declaration. In case of any deviations or inability to send the offers, suitable information with relevant reason be provided to the concerned Placement/CDC/CCD Office. Under any circumstances the offer letter should not be delayed beyond March.
- The offer letter must contain Date of Joining, Joining location, Detailed breakup of salary structure (including take-home salary) based on the quoted CTC.
- In case of direct offers to the student, a copy is to be sent to the concerned Placement/CDC/CCD office.
- Joining date should not be deferred beyond 1st September.

B. **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 with suitable justification for such a decision. This may be intimated to Placement/CDC/CCD Office before informing the candidate. In case a company is not in a position to honor the offer made or delay in joining (beyond September), the candidate is to be compensated with 3 months' salary as mentioned in the JNF/JAF or offer letter whichever is higher.
