



**TRAINING & PLACEMENT, CELL**  
**INDIAN INSTITUTE OF TECHNOLOGY INDORE**

Abhinandan Bhavan, IIT Indore. Khandwa Road, Simrol.  
Indore - 453552, (M.P)  
Website: placement.iiti.ac.in

**Job Announcement Form (JAF) for Full-Time Employment**

Please refer to the following guidelines for recruiters	
AIPC Guidelines for the Company	<a href="http://placement.iiti.ac.in/docs/AIPC_Guidelines_Updated.pdf">http://placement.iiti.ac.in/docs/AIPC_Guidelines_Updated.pdf</a>

About Organization/ Company	
Name	
Postal Address	
Year of Establishment	
Number of Employees	
Social Media Page Link (optional)	
Website	
Company Turnover for NIRF Purpose	
Type of Organization	<input type="checkbox"/> Private ( <input type="checkbox"/> Indian/ <input type="checkbox"/> Foreign) <input type="checkbox"/> Multinational Company (Indian Origin) <input type="checkbox"/> Multinational Company (Foreign Origin) <input type="checkbox"/> Government <input type="checkbox"/> Public Sector Undertakings (Indian) <input type="checkbox"/> Non-Government Organisation <input type="checkbox"/> STARTUP <input type="checkbox"/> Others (please specify):
If MNC, Location and Head office of the parent company:	
<b>Nature of Business / Industry Sector (Select as many applicable)</b>	
<input type="checkbox"/> Core Engineering & Technology	<input type="checkbox"/> Analytics <input type="checkbox"/> IT / Software
<input type="checkbox"/> Oil & Gas / Energy	<input type="checkbox"/> Data Science/ AI/ ML <input type="checkbox"/> Cyber Security
<input type="checkbox"/> Finance & Consulting	<input type="checkbox"/> Management <input type="checkbox"/> Academics/Research
<input type="checkbox"/> Media	<input type="checkbox"/> E-Commerce <input type="checkbox"/> Construction
<input type="checkbox"/> Design	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Infrastructure
<input type="checkbox"/> HealthCare/ Biomedical	<input type="checkbox"/> Edutech <input type="checkbox"/> Policy
If Others (please specify):	

Contact Details			
	Head HR	First Point of Contact	Second Point of Contact
Name			
Designation			
Email			
Mobile			
Landline			

**Note: Please fill separate forms for each distinct job profile you are offering. Students will base their choices on the information provided in these forms, so it is important to be both clear and detailed in your submissions.**

Job Profile		
Job Title / Job Designation		
Job Description (fill/ give link or upload as an attachment)		
Minimum No. of Hires		
Expected Total No. of Hires		
Location(s)/ Place of Posting		
Required Skill Set		
Is the position also open to PwD/ DAP? PwD: Person with Disability/ DAP: Differently Abled Person	Yes	No
If No, specify the nature of disability NOT Acceptable		
Is there a CGPA/CPI Criteria?	Yes	No
If Yes, minimum CGPA/CPI for shortlisting.		
Backlog Eligibility (backlog being cleared within the graduating year)	Yes	No

**Note: Criteria used for shortlisting should be sent along with the final list of shortlisted students.**

ELIGIBLE DEGREE/DEPARTMENT FOR FULL TIME EMPLOYMENT B. Tech – 4 <sup>th</sup> Year (UG)	
<input type="checkbox"/>	Civil Engineering
<input type="checkbox"/>	Computer Science and Engineering
<input type="checkbox"/>	Electrical Engineering
<input type="checkbox"/>	Mechanical Engineering
<input type="checkbox"/>	Metallurgical Engineering and Materials Sciences

ELIGIBLE DEGREE/DEPARTMENT FOR FULL-TIME EMPLOYMENT							
Departments	M. Tech - 2 year		MSc – 2 year		MS Research – 2 year		PhD
Astronomy, Astrophysics and Space Engineering	<input type="checkbox"/>	Space Engineering	<input type="checkbox"/>	Astronomy	<input type="checkbox"/>	Space Sciences & Engineering	<input type="checkbox"/>
Biosciences and Biomedical engineering	<input type="checkbox"/>	Biomedical Engineering	<input type="checkbox"/>	Biotechnology	-		<input type="checkbox"/>
Chemistry	-		<input type="checkbox"/>	Chemistry	-		<input type="checkbox"/>
Civil Engineering	<input type="checkbox"/>	Structural Engineering					<input type="checkbox"/>
	<input type="checkbox"/>	Water, Climate and Sustainability					
Computer Science and Engineering	<input type="checkbox"/>	Computer Science & Engineering	-		<input type="checkbox"/>	Computer Science & Engineering	<input type="checkbox"/>
Electrical Engineering	<input type="checkbox"/>	Communication & Signal Processing	-		<input type="checkbox"/>	Electrical Engineering	<input type="checkbox"/>
	<input type="checkbox"/>	VLSI Design & Nanoelectronics					
Humanities and Social Sciences	-		-		<input type="checkbox"/>	HSS	<input type="checkbox"/>
Mathematics	-		<input type="checkbox"/>	Mathematics	-		<input type="checkbox"/>
CEVITS	<input type="checkbox"/>	Electric Vehicle Technology	-		-		-
Mechanical Engineering	<input type="checkbox"/>	Advanced Manufacturing	-		<input type="checkbox"/>	Mechanical Engineering	<input type="checkbox"/>
	<input type="checkbox"/>	Mechanical System Design					
	<input type="checkbox"/>	Thermal Energy System					
	<input type="checkbox"/>	Applied Optics and Laser Technology (AOLT)					
Metallurgical Engineering and Materials Science	<input type="checkbox"/>	Material Science and Engineering	-		-		<input type="checkbox"/>
	<input type="checkbox"/>	Metallurgical Engineering					
Physics	-		<input type="checkbox"/>	Physics	-		<input type="checkbox"/>

Selection Process			
Shortlist from resumes:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Mode of Selection</b>	<input type="checkbox"/> Virtual	<input type="checkbox"/> Campus Visit	<input type="checkbox"/> Hybrid
<b>Pre-Placement Talk</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Written Test</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, Mode	<input type="checkbox"/> Offline	<input type="checkbox"/> Online	
Aptitude	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Technical	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Duration of Written Test (max 90 minutes)</b>			
<b>Any other modes of Screening</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, specify the process			
<b>Personal Interview</b>	<input type="checkbox"/> Online	<input type="checkbox"/> Offline	
Technical	<input type="checkbox"/> Yes/No	<input type="checkbox"/> Yes/No	
HR Round	<input type="checkbox"/> Yes/No	<input type="checkbox"/> Yes/No	
Any Other			
Psychometric Test (if any, to be completed before issuing the offer letter)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Medical Test (if any, to be completed before issuing the offer letter)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Salary Details / Compensation		
<b>Cost to Company (CTC) (In INR)#</b>		
<b>Cost to Company (CTC) (In Foreign currency)#</b>		
<b>CTC Breakup</b>		
<b>Gross (per Annum)</b>		
<b>Fixed Take Home Salary (per Annum)</b>		
<b>Base Salary</b>		
<b>Joining Bonus</b>		
<b>Relocation Bonus</b>		
<b>Bonds/Service Agreements</b>	<b>Yes</b>	<b>No</b>
If yes	<b>Bond Duration</b>	<b>Bond Amount</b>
<b>ESOP(Employee Stock Option)</b>	<b>Yes</b>	<b>No</b>
If yes (Please mention the amount in INR and vesting Period)		

<b>1<sup>st</sup> Year CTC</b>	
<b>Medical Allowance</b>	
<b>Retention Bonus</b>	
<b>Deductions if any</b>	
<b>Any other perks/ benefits/ components company wants to declare</b>	

# Same CTC for the same job profile and role should be offered across all IITs

<b>Medical Requirements, if any (provide details below or attach separately) (Medical tests must be completed before the issue of offer letter)</b>

<b>Additional Information, if any (provide details below or attach separately)</b>

**Terms and Conditions**  
**(Please read it carefully)**

1. Performance-based bonus should not be declared as part of a salary but must be indicated in the incentives/ perks/ bonus column. ESOP (Employee Stock Option Plan) and lock-in period, if any, should be stated explicitly in additional information.
2. Any amount to be disbursed later than the end of first 12 months should not be a part of Gross/CTC. Statutory annual pay-outs (e.g. Medical, LTC etc.) should not be a part of Gross.
3. It may be noted that IITs have maintained a high rank in many surveys done by many organisations, wherein several departments have achieved the best positions nationally and internationally as well. The recognition could not have been possible without your support. We are once again striving to strengthen our position in Rankings wherein, a team of survey ranking committee may contact you to ask some queries. For example
  - a. To nominate up to 10 institutions that they rate as being the best for producing graduates.
  - b. To nominate up to 30 international institutions outside of their country/territory of knowledge that they rate as being the best for Producing graduates.
 We request you to respond whenever contacted by such ranking agencies/organizations.
4. All the correspondences pre- and post-selection should be routed through **Placement Cell of IIT Indore.**

5. The offer letter should be released within 30 days of result declaration. It must contain Date of Joining, Location, detailed breakup of salary structure based on the filled CTC in the JAF. Under any circumstances, the offer letter should not be delayed beyond March. Joining date should not be deferred beyond 1st September.
6. Recruiter must abide by the information filled in JAF as above and AIPC Guidelines to the Recruiters (<https://aipciits.com/guidelines/>).
7. Companies are welcome to come for recruiting multiple times if interested or for any other special recruitment drive.
8. Companies on campus are advised not to engage in any off-campus recruitment activity before/during/after the campus process. For any issues, the company should contact the placement cell of the IIT Indore.
9. **Same CTC for the same job profile and role should be offered across all IITs.**
10. **It is strongly recommended to keep some students in waitlist in addition to your final selection.**
11. If in case of any discrepancy in the final offers, the company would be liable for strict action as per AIPC guidelines and the respective IIT placement policy. If a company is unable to honour the offered position or delays the joining of the candidate beyond **September 2025**, the selected candidate is entitled to **compensation equal to three months of salary, as specified in the JAF or the offer letter**, whichever amount is higher. Companies/ organizations withdrawing offers without compensation will be paused from Phase-1 full-time hiring by all IITs. They may also be debarred or black-listed depending on the nature of JAF violations, as per the guidelines of AIPC.

### Self-Declaration

I/We confirm that the information pertaining to the posted job profile is accurate and verified to the best of our knowledge. The company commits to adhere to the terms and conditions outlined in these job profiles while extending offers. No additional clauses or changes will be introduced in the final offers extended to the candidates selected for the respective profiles. All relevant details have been clearly outlined in the Job Notification Form. In the event of any discrepancies in the final offers, the company will be subject to strict action as per the Recruitment Policy of the IIT Indore and AIPC guidelines.

I/We have read the placement Guidelines of IIT Indore mentioned above and the AIPC Guidelines.

**Name & Designation**

**Date & Signature**

**Student's choices will be governed by the information you provide in this form. Therefore, please be as clear and detailed as possible. Before filling the form kindly refer to the placement brochure and placement website for the selection process and rules & regulations.**

**For any queries, you may contact the Training & Placement Cell, IIT Indore.**

**Email: [placementofficer@iiti.ac.in](mailto:placementofficer@iiti.ac.in), [apo@iiti.ac.in](mailto:apo@iiti.ac.in)  
Phone: +91-731-660(Extn.3572/3431)**