

## **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.

**1. Day 1 Dates for Full-Time Hiring:** The IITs are grouped into two categories depending on the strength of their graduating students. Full-Time hiring of the Group 1 IITs having graduation batch greater than 350 will commence on **December 1st** (Day-1) every year. The newer IITs under Group 2 can start their Full-Time Hiring from **September 1st** (Day 1) every year. It is mandatory for all companies and institutes to follow the dates strictly, and under no circumstances deviation is permitted for starting the final select round earlier than Day-1. Screening and other short-listing/pre-assessment tests/GD etc. can however be conducted before Day-1 as per individual institute's calendar.

### **2. Pre-Placement:**

**2.1 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 and preferably not later than 15th September. Companies are advised to leverage PPO instead of PPI as the latter does not provide significant benefits either to students or companies.

**2.2 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.

**2.3 Students with backlogs:** The company policy on active backlogs, if any must be clearly communicated while registering. Alternately, the month till which the offer letter would be valid for joining could be mentioned. For institutes following flexible CBCS, students have the option of clearing courses within their graduating year, often extended to end of July through summer semester, in case they have any active backlog.

**2.4 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. No blank cheque signing will be permitted as a part of on-campus offer confirmation.

**2.5 Candidate shortlisting criteria and timeline compliance:** As part of the Revised Annexure-1 of the AIPC Guidelines, it is mandated that recruiters provide the criteria

used for shortlisting candidates as a part of the shortlisting process. Furthermore, recruiters are required to submit the lists of candidates shortlisted through both CV-based and Test-based evaluations. The final list of shortlisted candidates should be submitted within 24 to 48 hours after the completion of the written test to ensure timely progression in the selection process.

**2.6 Pre-assessment tests:** It is highly desirable that all the initial screening/shortlisting should be through a transparent process if no online test is held. The assessment could be on some other objective strategy but not use only subjective measures such as position of responsibilities, etc. A maximum of two pre-assessment tests (preferably one) of total duration 2 hours or less is allowed before 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 or hiring partners be present online/offline during pre-assessment tests. In case invigilated examination centre is required from the institutes, companies need to inform the institute well in advance. Companies often quit the hiring process mid-way after conducting assessment tests, causing a huge waste of time, efforts, and resources. This will be treated as a violation of AIPC guidelines inviting actions.

**2.7 Time duration:** The maximum time for pre-assessment test(s) (online or off-line) preferably 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 45 minutes for offline and 30 minutes for online interviews. If there are PwD applicants, companies must take care for any of their special requirements such as additional time, scribe, bigger fonts, etc.

**2.8 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.

**2.9 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 and 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.

**2.10 Conditional Full-Time Hiring:** If even after selection, a student has to undergo any assessment test/training/project/assignment etc. to confirm his PPO/FT offer, this should be clearly mentioned in the JNF/JAF as a part of the selection criteria, and prior information must be made known to the candidate that their selection is conditional, so that such students would not be blocked from participating in hiring process of other companies. This type of clause is highly discouraged. If the company is registering for full time roles either there should not be any mandatory internship linked with the full time role or conversion from intern to full time employee should be guaranteed a priori.

**2.11 Selection through Hackathons and Diversity selections:** Hackathons, Case studies competition etc. may be used as a useful tool to develop skills of students, and such events held as a contest at national level is encouraged with prize/other recognitions etc. But these cannot be used as a filter for on-campus internship/ placement and conducting them especially in the Phase- 1 of Placement season is strictly prohibited. Diversity role selections should be planned such that the final selection round is not made before the Day 1. Institute-level Hackathons conducted

through the institute placement office is also not permitted. Upon observation of such cases these companies will be debarred from the recruitment process in all IITs. Any recruitment drive for PwD candidates however, may be conducted anytime during the year with proper information to the corresponding CDC/TNP office such that the selected student can be blocked from placement process.

**2.12 Spot Offers:** Spot offers during the time of personal interview is not permitted. If at all, they must be routed through the institute Placement/ Internship office.

### **3. Post –Placement:**

**3.1 Key information on the offers made:** For FTE placement offer note the following:

**3.1.1** 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 must be provided to the concerned

Placement/CDC/CCD Office. Under any circumstances the offer letter should not be delayed beyond March.

**3.1.2** The offer letter must contain Date of Joining, Joining location, detailed breakup of salary structure (including take-home salary) based on the quoted CTC.

**3.1.3** In case of direct offers to the student, a copy is to be sent to the concerned Placement/CDC/CCD office.

**3.1.4** Joining date should not be deferred beyond 1st September.

**3.1.5** The provisional degree received by the students should be considered by the companies as proof of completion of degree requirements. Sufficient time of additional 6 to 8 months must be provided to students to produce their original degree.

**3.2 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.

**3.3** 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. Companies/ organizations withdrawing offers without compensation will be paused from Phase-1 FT hiring by all IITs. They may also be debarred or black-listed depending on the nature of JNF violation.