

## 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:** Since the process for the final placements starts in the month of September, in order to have a mutual benefit, it is highly desirable that the status of the PPOs be informed by mid-September. This is for students selected for intern through on campus internship hiring process by the recruiters and after successful completion of the internship.
- 2. CTC parity:** In order to have a healthy environment, a company is expected to quote the same CTC for all the IITs visited for the same profile.
- 3. Students with backlogs:** If a company does not accept students with arrears/backlogs, it would help to avoid complications if the same is intimated in advance (on the registration portal in the job notification Form )
- 4. Requirement on bond:** If the policy of a company requires signing a bond as part of the joining, it is highly desirable to specify clearly at the time of registration (on the registration portal in the JNF).
- 5. Representation during the Pre-assessment tests:** In order to have mutual benefit, it would be better that at least one representative from the company is present on the campus during pre-assessment tests that are being conducted before 1st December.
- 6. Medical tests and Visa:** Regarding medical tests and visa delay issues, it will be beneficial that the recruiter informs students in advance through Placement/CDC/CCD office.
- 7. 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 the 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 during December hiring. The duration per personal interview per candidate per company should not be more than 60 minutes.

**8. Only one pre-assessment test is allowed** before 1<sup>st</sup> December for the final placement. Any further assessments like (telephonic, GD, PI etc) should be held while at least one representative from a company is available on the date allotted.

**9. Terms and conditions of employment:** All the recruiters are advised to clear the employment terms and conditions, payment terms etc. with the students prior taking the acceptance of offer. Companies can devise a suitable form for taking the acceptance from the students. If in future any of these terms and conditions are diluted, divulged or not obeyed by the company, the matter will be referred to AIPC for further punitive action.

**10. Selection through Hackathon, Case studies:**

Selection through various informal procedures such as Hackathon, Case studies competition etc, though it is allowed in case of intern's selection, but AIPC is on the firm opinion that through this process selection cannot be made for placement. Hence companies following these procedures are to be informed to follow AIPC placement guidelines strictly.

#### **Post –Placement:**

A. **Key information on the offers made:** If a company makes offers during December placement session, the following key information may be provided along with the offer letter

- The details on the salary structure (including take-home salary) based on the CTC
- Joining location
- Date of Joining

The offer letters should preferably be provided by the end of March every year so that the candidate can better prepare to join the company.

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

C. **Deviated offer date:** In case of any deviations or not being able to send the offers by the end of March, suitable information with relevant reason be provided to the concerned Placement/CDC/CCD Office.

D. **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, the candidate is to be compensated with 3 months salary.

E. Any compensation for the extreme delay should be indicated to the candidates and beyond certain time period (say two-three months) if there is any compensation, it should be mentioned