Placement Policy for Organisations

1. The company should fill in a Job Announcement Form (JAF) and submit the same to the Training and Placement Cell (TPC) as an attachment to tpo@iitbhu.ac.in, or in the form of a hard copy. Any changes in the filled JAF must be notified by the organisation to the TPC via email.

2. The details provided in the JAF will not be floated to the students unless the company provides a proper breakup of the CTC being offered, including bonus and stock options. The company must also specify if it has a bond/service contract. The company must mandatorily inform the cell with the first year CTC details. The content of the JAF relevant to the students is electronically broadcasted to all the concerned students along with the other additional information furnished by the company in its other mails.

3. Depending upon the requirements, the company will be provided with the summarised data or the resumes of interested students. The company may use this information to prepare a shortlist before beginning the next placement process. The data provided will be duly verified by the Cell.

4. The company will be allotted slots and dates (*Placement Calendar*) for conducting Pre Placement Talk (PPT)/Written-Test/Online-Test/Interview with a request to confirm the same by a specified date. On failing to do so, the allotted slot may be given to the other companies. Requests for any change in the slot can be entertained subject to its availability.

5. The final placement process (Group Discussion/Interview) is slotted from December 01, 2023 onwards with further details given below:

   a. December 01-04, 2023- Two Interview-slots/day

      Slot 1: 08:00 AM - 03:00 PM
      Slot 2: 05:00 PM - 12:00 AM

      Results for slot 1 and slot 2 will be declared at 03:00 PM and 12:00 AM, respectively.

      The list of shortlisted students for the interview is to be mailed to the TPC by the company before December 01, 2023.

   b. December 05, 2023 onwards: One/two slots depending on the number of companies from 10:00 AM to 5:00 PM and 5:00 PM to 12:00 AM respectively.

      If company has inconvenience in visiting the campus twice (once for PPT and test, and next for final selection), it may be allowed to carry out its entire selection process, including PPT, on a mutually agreed date, while ensuring that the timings requested do not clash with the schedule finalised with the other companies.

6. TPC generally allots a date and a slot to the company for the final placement process based on the following criteria:
   a. Job profile and growth prospects,
   b. CTC being offered by the company (CTC and take-home),
   c. Past record of recruitment including pre-placement-offers (PPOs),
   d. Conduct of Pre-Placement-Talk/Written-Test/Online-Test before final placement (as mentioned in point 5 above),
   e. Internship offered for pre-final year students
   f. Feedback from the students/alumni regarding the company, and
   g. Company's past record of revoking/rescinding offers provided to the students.

7. The companies are advised to conduct the PPT much before the final placement commences. This will provide an ample time to the students for making a considered decision for opting them judiciously in line with their career prospects.

8. The student(s) shortlisted by the organisation/company may not be available for the interview for two reasons as follows:

    A. A student may opt out of the company because the students he/she is allowed to appear in the interview of any four companies in a single slot on the day.
    B. A student shortlisted might have earned a job prior to the scheduled slot organisation/company for the final placement process.

    TPC will provide a comprehensive list of such students to the company before its scheduled slot. For this reason, The Organization/Company are advised to maintain an extended list of shortlisted students to have makeup against the dropout. It will help to choose the right candidate from a sizable lot. It shall be appreciated if such a list is communicated to us early to avoid last minute hassles to be experienced by the companies.

9. In the case a company exceeds the time of their allotted slot in finishing their selection process, their selection results will be declared along with the results of the companies scheduled in the next slot.

10. The final selection is not to be disclosed to the students directly. The results are to be submitted to the TPC by the end of the assigned slot for phase 1 processes (After 15th December 2023, the company is expected to release the results within 24 working hours of interview completion) in a sealed envelope or by an email to tpo@iitbhu.ac.in and the TPC will be informing the concerned students.

11. The company must provide offers to the waitlisted candidates as against the number of dropouts from the main list, if waiting list is issued and provided to the cell.

12. It is important to understand that another company may be scheduled before/after your slot on the same date and any shift is bound to cause inconvenience to yourself and others as well. Therefore, you should visit the campus on the scheduled dates and slots to conduct the Written test/Online-test/GD/Interview.

13. The duration of the first round of interview for a candidate should not exceed 45 minutes in one go and 1 hour 30 minutes put together. There has to be a time gap of at least 45 minutes between two rounds of interviews. It is also mandatory for the companies to ensure that they conduct at least 1 round of interviews for all the shortlisted candidates. This is necessary to ensure the availability of the students for the other companies scheduled during the same slot and day. It is also to discourage the companies who hold promising students in interviews so that such students can not appear before the other companies.

14. The Institute follows a 'One-Student-One-Job' policy. Low paid jobs from IT companies recruiting 30 or more students are not counted towards this. Exceptions will also be exercised in the case of government organisations/PSUs as the students' education is largely supported by the people of this country. Once a student is offered a job in the PSUs/Government, he/ she will not be allowed to sit for any further campus recruitment drive and will decline any other job he/she might have earned from campus.

15. As an exception to the 'One - Student - One - Job' policy, a student who has earned a job can appear for placement in another company if he/she is allowed for the same by the Coordinator. The discretion of the Coordinator of Training and Placement Cell IIT(BHU) Varanasi will be final in this regard.

16. If the company is going to offer a job profile or CTC different from the one for which the candidate has applied, the pre decided slot for the company can be downgraded only on the recommendation of the coordination committee subject to the approval of the Coordinator.

    The consent of the student should be obtained in writing and be attached with the selection results to be handed over to the TPC. The final decision shall rest with the Coordinator of Training and Placement Cell.

17. The company is required to send offer letters to TPC for handing it over to the concerned students. Such letters should be mailed to the Cell before March 31, 2024, for all the interviews finished by the third week of March 2024. The companies visiting later are expected to issue the same within a two weeks from their date of the interview.

18. If the actual number of hires by the company is less than that as mentioned in the JAF, the company must mandatorily provide the Cell with proper reasoning and feedback for the lesser number of hires. It is discouraged to recruit fewer candidates compared to those mentioned in JAF.

19. The company may also, if interested, conduct selections for a summer internship during their visit. Internship Policy along with Placement Calendar can be referred for this purpose.

20. If a company violates any of the above-mentioned policies, they are liable to face due action at the discretion of the Coordination Committee of the Training and Placement Cell.