

# Placement Policy 2016-17

1. The company should fill the Job Notification Form (JNF) and submit to the Training and Placement Cell (TPC) either online, as an e-mail attachment to [placement.iitbhu.ac.in](mailto:placement.iitbhu.ac.in) or as a hard copy. The JNF serves as an introduction of the job profile for the benefit of the candidates and also inform them of the company's requirements.
2. The relevant content of the JNF is electronically broadcasted to all the students along with the other additional information furnished by the company.
3. The company can ask for the resumes of interested students and has the liberty to shortlist them before the beginning of the placement process.
4. The company will be allotted slots and dates for conducting Pre-Placement Talk (PPT)/Written Test/Online Test, with a request to confirm the same by a specified date. On failing to do so, the allotted slot may be given to other companies on their request. Request for any change in the slot can be entertained subject to its availability.
5. TPC advises the companies to conduct the PPT before the recruitment process for final placement commences. This will provide ample time to the students for making a considered decision about joining the company. Conducting the Written/Online test early may facilitate the company in earning an early slot for final placement
6. In case the company finds it inconvenient to visit the campus twice for going through its complete selection process, it can be accommodated to carry out the entire selection process, including PPT, during final placement season on a mutually agreed date. However, in such a situation it may not be possible to accommodate the company in the early days of the final placement season.
7. The final placement process (Group Discussion/Interview) shall begin from **December 01, 2016**.
8. The list of shortlisted students for the final placement process is to be mailed to the TPC by the company prior to **December 01, 2016**.
9. The placement process will be done in slots as per the details given below:
  - a. **December 01, 2016 – December 04, 2016: Two** slots per day
    - i. Slot 1: **08:00 – 15:00**
    - ii. Slot 2: **16:00 – 23:00**
  - b. **December 05, 2016 onwards: One** slot per day.

10. It is possible that a student shortlisted by a company might have earned a job prior to the company's scheduled slot for the final placement process. TPC will provide a comprehensive list of such students to the company before its scheduled slot. Because of non-availability of such already selected candidates, the company is advised to maintain an extended list of shortlisted candidates, who can then be made eligible for the final placement process.
11. In case the company's process exceeds the time of their allotted slot, their results will be declared with the results of the companies scheduled in the next slot (i.e. at the end of the next slot).
12. 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 in a sealed envelope and the TPC will inform the concerned students. Students with multiple offers will be required to finalize their option for one company and inform TPC within half an hour after the end of the slot. His/her choice would be informed to all the concerned companies. In this situation, to ensure that the company does not suffer on the front of recruitment, the company is suggested to prepare a list of students, in order of their merit, who can be kept waitlisted. Any drop out from the main-list will enable movement of the waitlisted candidates to the list of selected candidates and the company will be informed of the same.
13. 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. Package being offered by the company (CTC and Take-Home)
  - c. Past record of recruitment
  - d. Conducting Pre Placement Talks/ Written Test/ Online Test before the dates for the final placement (as mentioned in point [4] above)
  - e. Feedback from the students/alumni regarding the company and
  - f. Internships offered for the pre final year students
14. The company may also, if interested, conduct selections for summer internship during their visit (excluding the month of December).
15. The company shall visit the campus on scheduled dates and conduct the Written/Online Test/GD/Interview as part of their selection procedure during the slot assigned to them. It is important to understand that, on the same date, another company may be scheduled before/after your slot and any shift is bound to cause inconvenience to yourself and others as well.
16. The duration of an interview for a candidate should not exceed **45 minutes** in one go and **1 hour 30 minutes** put together.
17. The Institute follows "One Student One Job" policy. Low paid jobs that are from IT companies recruiting **50** or more students are not counted towards this. Job opportunities from Government/PSUs will also be made available for all the students.

18. Once a student is offered a job in the PSUs/ Government, he/she will not be allowed to sit for any further campus visits for recruitment and will decline any other job he/she might have earned from campus.
  
19. The company is required to send offer letters to TPC, who will then hand it over to the concerned students. Such letters are expected to reach the TPC before the end of **March 2017**.