**CAREER AND PLACEMENT CELL**A graphic of a bridge and mountains

Description automatically generated

**INDIAN INSTITUTE OF TECHNOLOGY MANDI**

**Mandi – 175075**

**Institute URL:** [**www.iitmandi.ac.in**](http://www.iitmandi.ac.in)

**Placement URL: https://research.iitmandi.ac.in/main/placements/index.php**

**Email:** [**placement@iitmandi.ac.in**](mailto:placement@iitmandi.ac.in)**,** [**advisorcnp@iitmandi.ac.in**](mailto:advisorcnp@iitmandi.ac.in)

**Tel: 01905-267005/267006**

**JOB NOTIFICATION FORM**

| **Please Refer the Following Guideline and Policy** | |
| --- | --- |
| **All IITs Placement Committee (AIPC) Guidelines** | [**Link**](https://drive.google.com/file/d/1tW0Go4MOgYamkvEwAqNN5LsQM9N2VhF2/view?usp=drive_link) |
| **Placement Policy** | [**Link**](https://drive.google.com/file/d/1cIcyXf6Ex47o2BEyJ9bV8zoEc2WNvKcg/view?usp=drive_link) |
| **Guidelines of AIPC regarding action to be taken for different violations** | [**Link**](https://drive.google.com/file/d/1NjeMt6HiParsLHAC_EQVwPw3tO-lKJtw/view?usp=sharing) |

**\*Tick & Fill, as appropriate**

| **Company Details** | | | |
| --- | --- | --- | --- |
| **Name of the Organization** | | |  |
| **Social Media Page Link** | | |  |
| **Established in the year** |  | **Company Turnover for NIRF purpose** |  |
| **Company Size** | | |  |
| **Are you a part of Great Place to Work or any other such Ranking Survey** | | |  |
| **Brief profile of the Company:** | | | |

| **\*Category** | | | | **\*Sector** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Private** | **☐** | **MNC (Indian Origin)** | **☐** | **Core Engg** | **☐** | **Consulting** | **☐** | **Oil and Gas** | **☐** |
| **Govt.** | **☐** | **MNC (Foreign Origin)** | **☐** | **Networking** | **☐** | **Data Science** | **☐** | **Construction / Infrastructure** | **☐** |
| **PSU** | **☐** | **NGO** | **☐** | **Finance** | **☐** | **Design** | **☐** | **Trading** | **☐** |
| **STARTUP** | **☐** | **Others** | **☐** | **Software** | **☐** | **Academics** | **☐** | **Cybersecurity** | **☐** |
| **If MNC, Location and Head office of the parent company** | |  | | **Management** | **☐** | **Automobile** | **☐** | **Health Care** | **☐** |
| **R&D** | **☐** | **Marketing** | **☐** | **Teaching & Research** | **☐** |
| **Educational** | **☐** | **Analytics** | **☐** | **Embedded Sys.** | **☐** |
| **FMCG** | **☐** | **Media** | **☐** | **E-Commerce** | **☐** |
| **If other, please specify** | |  | | **Others (if other, please specify)** | | | | | |

| **Contact Person Details (Mandatory)** | | | |
| --- | --- | --- | --- |
| **Particulars** | **Functional Head of the Division** | **Head of HR** | **Contact Person** |
| **Name** |  |  |  |
| **Designation** |  |  |  |
| **Direct Telephone No./Mobile (Mandatory)** |  |  |  |
| **Email (Mandatory)** |  |  |  |
| **Fax** |  |  |  |
| **Address** |  |  |  |

| **Logistics Requirements** | |
| --- | --- |
| **Number of rooms required for the selection process** |  |
| **Other requirements (if any)** |  |

| **Job Profile Details** | |
| --- | --- |
| **Job Designation/Position Offered** |  |
| **Job Description** |  |
| **No. of Vacancies (approximate)** |  |
| **Place of Work** |  |
| **Number of working weekdays** |  |
| **Bond or Service Contract: (Yes/No) (If Yes, provide details)** |  |
| **Medical Requirements, if any** |  |
| **Required Skill Set** |  |
| **Remote Work policy (if any)** |  |
| **Position for PH (Differently abled students)** |  |
| **Do you have any special provision for the recruitment of differently abled candidates in your organization? If Yes, please provide relevant details** |  |
| **Release date of offer letter** |  |
| **Tentative Date of Joining** |  |

| **Eligibility Criteria** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | **B.Tech. (4 years)** | **B.Tech.-M.Tech. Integrated Dual Degree in Bio-Engineering (5 years)** | **M.Tech./ M.A./ M.Sc.**  **(2 years)** | **M.Tech (R)** | **M.B.A.**  **(2 years)** | **Ph.D.** |
| **Min. CGPA (on 10)** |  |  |  |  |  |  |
| **Backlog Eligibility (Yes/No)** |  |  |  |  |  |  |
| **If yes, provide the number of backlogs allowed** |  |  |  |  |  |  |
| **Age Limits (if any)** |  |  |  |  |  |  |

**Program Details**

**Please tick mark or highlight the required degree and discipline in which you are interested to recruit**

| **Disciplines** | **B.Tech./**  **Double Major** | **M.Tech.** | **M.Tech(R)[1] & PhD [2]** | | | **MBA** | **M.Sc.** | **M.A.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** |  |
| **Computer Science** | **☐CSE** | **☐CSE** | **☐** | **☐** | **Systems Engineering and Theoretical CS** |  |  |  |
| **☐DSE** | **☐** | **☐** | **Intelligent Systems** |
| **Electronics and**  **Communication** | **☐EE** | **☐VLSI** | **☐** | **☐** | **Communications and Signal Processing** |  |  |  |
| **☐** | **☐** | **Microelectronics and VLSI** |
| **Electrical Engineering** | **☐EE** | **☐ PED** | **☐** | **☐** | **Power Engineering** |  |  |  |
| **☐** | **☐** | **Control and Automation** |
| **Mechanical and Materials**  **Engineering** | **☐ ME** |  | **☐** | **☐** | **Mechanical Design** |  |  |  |
| **☐** | **☐** | **Fluid Thermal** |
| **☐** | **☐** | **Manufacturing** |
| **☐** | **☐** | **Robotics** |
| **☐** | **☐** | **Materials Engineering** |
| **☐** | **☐** | **Materials Science** |
| **Civil and Environmental**  **Engineering** | **☐ CE** | **☐ STE** | **☐** | **☐** | **Geotechnology** |  |  |  |
| **☐** | **☐** | **Structural Engineering** |
| **☐** | **☐** | **Environmental Engineering** |
| **☐** | **☐** | **Remote Sensing & GIS** |
| **☐** | **☐** | **Water Resources Engineering** |  |  |  |
| **Biosciences and**  **Bioengineering** | **☐ Bioengineering** | **☐ Biotechnology** | **☐** | **☐** | **Bio Science &**  **Engineering** |  |  |  |
| **Physical Sciences** | **☐ Engineering Physics** |  | **--** | **☐** | **Physical Sciences** |  |  |  |
| **Mathematical and**  **Statistical Sciences** |  |  | **☐** | **☐** | **Machine Learning** |  | **☐ Applied**  **Mathematics &**  **Computing** |  |
| **☐** | **☐** | **Data Analytics** |
| **☐** | **☐** | **Computational Finance** |
| **☐** | **☐** | **Interdisciplinary areas: (Differential Equations, Deep Learning, Control Problems)** |
|  | **☐** | **Mathematics** |
|  | **☐** | **Statistics** |
| **Chemical Sciences** |  |  | **--** | **☐** | **Chemical Sciences** |  | **☐ Chemistry** |  |
| **Management** |  |  |  |  |  | **☐ DS & AI** |  |  |
| **Humanities and Social**  **Sciences** |  |  | **--** | **☐** | **Humanities & Social Sciences** |  |  | **☐ Development**  **Studies** |
| **IKSHMA Centre** |  |  | **☐** | **--** | **Indian Knowledge Systems** |  |  |  |
| **AI and Robotics Centre** |  |  | **☐** | **--** | **AI and Robotics** |  |  |  |

| **Salary Details**  **(Please fill all the details)** | | | | |
| --- | --- | --- | --- | --- |
| **Programmes** | **Cost To Company (CTC) per annum** | **Basic Salary** | **Take Home (In Hand)**  **per annum** | **Additional Benefits/Perks**  **(Kindly attach the salary breakup if any)** |
| **B.Tech.** |  |  |  |  |
| **B.Tech.-M.Tech. Integrated Dual Degree** |  |  |  |  |
| **M.Tech** |  |  |  |  |
| **M.Tech (R)** |  |  |  |  |
| **M.B.A.** |  |  |  |  |
| **M.A.** |  |  |  |  |
| **M.Sc.** |  |  |  |  |
| **Ph.D.** |  |  |  |  |

**Note: The performance-based bonus should not be declared as part of Gross/CTC but to be indicated in the Bonus/Perks/Incentive section. ESOP and lock-in period if any should be stated explicitly.**

**Any amount to be disbursed later than the end of first 12 months should not be part of Gross/CTC.**

| **Selection Procedure** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Offline** | | | ☐ | | **Online** | | | | | ☐ | **Cut off** | |  |
| **\*If online, kindly mention the method:**  **If offline, kindly mention the location:**  **Others (if other, please specify)**  **\*Example: Skype/WebEx/Video Conferencing etc** | | | | | | | | | | | | | |
| **Short list from Resume** | | | | | | ☐ | **Group Discussion** | | | | | | ☐ |
| **TEST** | | | | **INTERVIEWS** | | | | | | | | | |
| **Aptitude** | ☐ | **Duration** | | **HR** | | | | ☐ | **Duration** | | | **No. of Rounds** | |
| **Technical** | ☐ | **Technical** | | | | ☐ |
| **Assignment** | ☐ | **Others** | | | | |

**Note:**

* **Recommended to keep students in Waitlist in addition to your final selection, keeping in mind that some hires might opt for other offers or higher studies.**
* **The offer letter should be released within 60 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.**
* **If, even after selection, the student has to undergo any test/training to confirm his Offer/PPO, kindly inform prior at the time of selecting the candidate.**

Kindly note that IIT Mandi has maintained a high rank in many surveys done by many organizations, 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 along with others like:

* To nominate up to 10 institutions that they rate as being the best for producing graduates.
* 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 are sure your response will support us and request you to please respond as and when contacted.

**Declaration**

* We have gone through the AIPC guidelines thoroughly and agree to abide by the guidelines during the entire process of placement/internship activities. In case of violation of guidelines by us, we understand that an appropriate action may be taken on us as per AIPC guidelines (click here to know the guidelines of AIPC regarding action to be taken for different violations).
* We declare that we would be providing the shortlisting criteria along with the CV-shortlisted and/or Test-shortlisted candidates. We also assure that the details of final shortlisted candidates will be provided within the 24 to 48 hours after the written test.
* The information related to various job/intern profiles posted by us is verified and correct to the best of our knowledge, and the company will abide by the terms and conditions as outlined in these job/intern profiles posted while making the offers. No new clauses/ changes would be added/made in the final offer rolled out to the candidates selected on the profile(s). All details have already been outlined in the Job/ Internship Notification Forms. In the event of any discrepancy in the final offers, the company may be subject to appropriate actions in accordance with the placement/internship policy of the IIT Mandi and AIPC guidelines.
* We consent to sharing of company name, logo and email with national ranking agencies and government directives, and to listing company names in social media platforms and press/media.

| **Date:** | |  |
| --- | --- | --- |
| **Signature** |
| **(Please affix the Digital Signature)** |
|  | **Note:** | | |
|  | **i) Please select eligible academic programmes as per your requirement.**  **ii) Please visit the website for AIPC (All IITs Placement Committee) guidelines.** | | |
|  | **ii) All mails and correspondence should be addressed to:** | | |

| **Dr. K. V. Uday,**  **Advisor,**  **Career and Placement Cell**  **Indian Institute of Technology Mandi**  **Mandi – 175075** | **Office** | **01905-267005/267006** |
| --- | --- | --- |
| **Email** | **placement@iitmandi.ac.in**  **advisorcnp@iitmandi.ac.in** |