

## **Recruitment Guidelines for Companies**

Career Development Cell, IIT Goa

### **Guidelines for companies visiting IIT Goa for campus recruitments:**

1. All communications with students have to be carried out through the placement officer or through pre-designated student coordinators. No student should be contacted directly for placement related processes.
2. JAF denotes the job application form:
  - An organization must share all details pertaining to the job and submit the duly filled Job application form (JAF) to create an opening.
  - The JAF must be complete and contain all information including job description, salary and remuneration, date of joining etc. which can be changed only before the date of PPT. If the company decides to change these details after PPT date, students will be given chance to decide if they would like to continue with the selection process of the company.
3. During the selection process, the company must conduct the written test, interviews and other processes within 5 days. List of selected candidates should be communicated within 2 working days after the selection process. This will make sure that the students selected for the company will not appear for any other companies.
4. The organization, under no circumstance, can give students work related / unrelated to company before the date of joining.
5. If a company intends to have any extra selection criteria before the said date to conduct interviews, it should inform the Career development cell (CDC) in advance so that necessary requests can be accommodated.
6. The company is suggested to keep a waitlist of students. In an unavoidable situation, if any student is unable to join the company, then the offer can be released to the next student in the waitlist.
7. If a company needs any additional details such as medical records or relevant information pertaining to job offer it should be clearly mentioned in the JAF under additional details.
8. We wish to create a long-term relation with the companies and advice companies to refrain from conducting any direct communication with the students of the institute, violation on CTC, joining dates variances and other ethical deviations.
9. During the selection process, if the company finds that a particular student is suitable for a position which is different than that mentioned in JAF, the company can still hire the student for this new role. However, this should be discussed with the placement office and the student's name should appear for this new position in the selection list and offer letter. In this scenario, if the student decides to reject this job offer, he/she will not be considered as hired and can continue availing the placement opportunities.

10. Company representatives are recommended to read the student policy document to understand various regulations set forth by the institute for our students.
11. In case a company needs students to attend screening process at an off-campus location, the same can be arranged provided the following conditions are met
  - The company has already discussed and meets all requirements laid out by institute prior to the interview.
  - The company agrees to share additional details as requested by CDC to enable the process.
  - The company provides travel cost and appropriate accommodation.
12. A student who has already been selected by a company will be only be permitted, as per the discretion of CDC, to apply for PSUs or other government organizations only.