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JOB ANNOUNCEMENT FORM

2023-24

STUDENTS’ PLACEMENT OFFICE

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

|  |  |
| --- | --- |
| **Company Information** | |
| **Company Name** |  |
| **Nature of Business** |  |
| **Date of Establishment** |  |
| **Number of employees** |  |
| **Website** |  |
| **Social Media Page Link (optional)** |  |
| **Category** | Choose an item. |
| **Postal Address** |  |
| **Company Turnover for NIRF Purpose** |  |
| **Type of Organization** | ☐ Private (Indian/Foreign)  ☐ Multi National Company (Indian Origin)  ☐ Multi National Company (Foreign Origin)  ☐ Government  ☐ Public Sector Undertakings (Indian)  ☐ Non-Government Organization  ☐ STARTUP  ☐ Others (please specify) |
| **If MNC, Location and Head office of the parent company** |  |

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| **Nature of Business / Industry Sector (Select as many applicable)** |

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| --- | --- | --- |
| ☐ Core Engineering & Technology | ☐ Analytics | ☐ IT / Software |
| ☐ Oil & Gas / Energy | ☐ Data Science/ AI/ ML | ☐ Cyber Security |
| ☐ Finance & Consulting | ☐ Management | ☐ Academics/Research |
| ☐ Media | ☐ E-Commerce | ☐ Construction |
| ☐ Design | ☐ Manufacturing | ☐ Infrastructure |
| ☐ HealthCare/ Biomedical | ☐ Edutech | ☐ Policy |
| ☐ Other (please specify): |  | |

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| --- | --- | --- | --- |
| **Contact Details** | | | |
|  | **Head HR** | **POC 1** | **POC 2** |
| **Name** |  |  |  |
| **Designation** |  |  |  |
| **Office Address** |  |  |  |
| **Mobile Number** |  |  |  |
| **Telephone Number** |  |  |  |
| **Email Id** |  |  |  |

***Note*: Please fill separate forms for each distinct job profile you are offering. Students will base their choices on the information provided in these forms, so it is important to be both clear and detailed in your submissions.**

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| **Job Details** | |
| **Job Designation** |  |
| **Sector** | Choose an item. |
| **Tentative no. of Hires** |  |
| **Tentative Job Location** |  |
| **Job Description and Skills Required** |  |
| **Is the position also open to PwD/ DAP?**  **PwD: Person with Disability/**  **DAP: Differently Abled Person** | ☐ Yes ☐ No |
| **If No, specify the nature of disability NOT Acceptable** |  |
| **Is there a CGPA Criteria?** | ☐ Yes ☐ No |
| **If Yes, minimum CGPA for shortlisting.** |  |
| **Backlog Eligibility**  **(backlog being cleared within the graduating year)** | ☐ Yes ☐ No |

***Note:*** **Criteria used for shortlisting should be sent along with the final list of shortlisted students.\**

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| **Selection Process** | | | | |
| **Shortlist from resumes**: | ☐Yes | | ☐No | |
| **Mode of Selection** | ☐ Virtual | ☐ Campus Visit | | ☐ Hybrid |
| **Pre-Placement Talk** | ☐ Yes | | ☐ No | |
| **Written Test** | ☐ Yes | | ☐ No | |
| **If Yes, Mode** | ☐ Offline | | ☐ Online | |
| **Aptitude** | ☐ Yes | | ☐ No | |
| **Technical** | ☐ Yes | | ☐ No | |
| **Duration of Written Test**  **(max 90 minutes)** |  | | | |
| **Any other modes of Screening** | ☐ Yes | | ☐ No | |
| **If yes, specify the process** |  | | | |
| **Personal Interview** | ☐ Online | | ☐ Offline | |
| **Technical** | ☐ Yes | | ☐ No | |
|  |  | |  | |
| **HR Round** | ☐ Yes | | ☐ No | |
| **Any other** |  | | | |
| **Psychometric Test (if any, to be completed before issuing the offer letter)** | ☐ Yes | | ☐ No | |
| **Medical Test (if any, to be completed before issuing the offer letter)** | ☐ Yes | | ☐ No | |

**Eligibility Matrix**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **BT/BS/**  **Double Major** | **MT/ MSc/ MS(Research)** | **Dual Degree** | **MDes** | **MBA** | **PhD** |
| **Aerospace Engineering** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Biological Sciences and Bioengineering** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Civil Engineering** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Chemical Engineering** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Computer Science and Engineering** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Statistics & Data Science** | ☐ | - | ☐ | - | - | - |
| **Electrical Engineering** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Earth Sciences** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Mechanical Engineering** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Materials Science and Engineering** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Physics** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Chemistry** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Mathematics and Scientific Computing** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Economics** | ☐ | ☐ | ☐ | - | - | ☐ |
| **Design Program** | - | - | ☐ | ☐ | - | ☐ |
| **Industrial Management and Engineering** | - | ☐ | ☐ | - | ☐ | ☐ |
| **Cognitive Sciences** | - | ☐ | - | - | - | ☐ |
| **Humanities and Social Sciences** | - | - | - | - | - | ☐ |
| **Environmental Engineering and Management** | - | ☐ | ☐ | - | - | ☐ |
| **Materials Science Program** | - | ☐ | - | - | - | ☐ |
| **Statistics** | - | ☐ | - | - | - | ☐ |
| **Mathematics** | - | ☐ | - | - | - | ☐ |
| **Nuclear Engineering and Technology** | - | ☐ | ☐ | - | - | ☐ |
| **Photonics Science and Engineering** | - | ☐ | ☐ | - | - | ☐ |
| **Sustainable Energy Engineering** | - | ☐ | ☐ | - | - | ☐ |

For details about programs, kindly scroll to the end of the document.

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| **Program** | **Basic** | **HRA** | **Others** | **Take Home** | **CTC** |
| **BTech/BS** |  |  |  |  |  |
| **MTech/MSc/MS(Research)** |  |  |  |  |  |
| **Dual Degree  (BTech+MTech/BS+MS)** |  |  |  |  |  |
| **MDes** |  |  |  |  |  |
| **MBA** |  |  |  |  |  |
| **PhD** |  |  |  |  |  |

**Compensation Details**

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| **Salary Details / Compensation** | | |
| **Cost to Company (CTC) (In INR)#** |  | |
| **Cost to Company (CTC) (In Foreign currency) #** |  | |
| **CTC Breakup** |  | |
| **Gross (per Annum)** |  | |
| **Fixed Take Home Salary (per Annum)** |  | |
| **Base Salary** |  | |
| **Joining Bonus** |  | |
| **Relocation Bonus** |  | |
| **Bonds** | ☐ **Yes** | ☐ **No** |
| **If yes** | Bond Duration | Bond Amount |
|  |  |
| **1st Year CTC** |  | |
| **Medical Allowance** |  | |
| **Retention Bonus** |  | |
| **Deductions if any** |  | |
| **Any other perks/ benefits/ components company wants to declare** |  | |

**Please provide a detailed breakup of the salary/perks below or as an attachment to mail below.**

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**Bonds/ Contracts and Medical Requirements**

* + - 1. **Is there a service bond/contract?**

If applicable, what will be the duration, amount, and stipulated conditions?

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* + - 1. **Medical Requirements:**

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**Terms and Conditions**

**(Please read it carefully)**

1. Performance-based bonus should not be declared as part of a salary but must be indicated in the incentives/ perks/ bonus column. ESOP (Employee Stock Option Plan) and lock-in period, if any, should be stated explicitly in additional information.
2. Any amount to be disbursed later than the end of first 12 months should not be a part of Gross/CTC. Statutory annual pay-outs (e.g. Medical, LTC etc.) should not be a part of Gross.
3. It may be noted that IITs have 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. For example
   1. To nominate up to 10 institutions that they rate as being the best for producing graduates.
   2. 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 request you to respond whenever contacted by such ranking agencies/organizations.

1. All the correspondences pre- and post-selection should be routed through Placement Cell of IIT KANPUR.
2. The offer letter should be released within 30 days of result declaration. It must contain Date of Joining, Location, detailed breakup of salary structure based on the filled CTC in the JNF. Under any circumstances, the offer letter should not be delayed beyond March. Joining date should not be deferred beyond 1st September.
3. Recruiter must abide by the information filled in JNF as above and AIPC Guidelines to the Recruiters (https://aipciits.com/guidelines/).
4. Companies are welcome to come for recruiting multiple times if interested or for any other special recruitment drive.
5. Companies on campus are advised not to engage in any off-campus recruitment activity before/during/after the campus process. For any issues the company should contact the Students Placement Office, IIT Kanpur.
6. **Same CTC for the same job profile and role**  **should be offered across all IITs.**
7. ***It is strongly recommended to keep some students in waitlist in addition to your final selection.***
8. If in case of any discrepancy in the final offers, the company would be liable for strict action as per AIPC guidelines and the respective IIT placement policy. If a company is unable to honour the offered position or delays the joining of the candidate beyond September, the selected candidate is entitled to compensation equal to three months of salary, as specified in the JNF or the offer letter, whichever amount is higher. Companies/ organizations withdrawing offers without compensation will be paused from Phase-1 full-time hiring by all IITs. They may also be debarred or black-listed depending on the nature of JNF violations, as per the guidelines of AIPC.

**Self-Declaration**

I/We confirm that the information pertaining to the posted job profile is accurate and verified to the best of our knowledge. The company commits to adhere to the terms and conditions outlined in these job profiles while extending offers. No additional clauses or changes will be introduced in the final offers extended to the candidates selected for the respective profiles. All relevant details have been clearly outlined in the Job Notification Form. In the event of any discrepancies in the final offers, the company will be subject to strict action as per the Recruitment Policy of the IIT KANPUR and AIPC guidelines.

I/We have read the placement Guidelines of IIT KANPUR mentioned above and the AIPC Guidelines.

**Name & Designation Date & Signature**

**Student’s choices will be governed by the information you provide in this form. Therefore, please be as clear and detailed as possible. Before filling the form kindly refer to the placement brochure and placement website for the selection process and rules & regulations.**

**For any queries, you may contact the** **Students Placement Office, IIT Kanpur.**

**Please send completed form with attachments to:** [**spo@iitk.ac.in**](mailto:spo@iitk.ac.in)

**Postal Address:**

Students’ Placement Office

109, OUTREACH’ building

IIT Kanpur

Kanpur– 208016, U.P. (India)

Tel: +91-0512-2594433/2594434 (O)

Fax: +91-0512-2594434

**Details of Academic Programs**

**Types of Undergraduate programs offered:**

1. **BTech (Bachelor of Technology)**

* Selection through IIT-JEE (Joint Entrance Examination)
* Science based education with 15-17 core courses, 10-12 open electives and 15-18 departmental courses
* Core courses include basic courses in Coding, Mathematics, Physics, Mathematics, and Engineering.
* Electives vary over a range of Humanities courses, Science Electives, Management and Economics courses
* The curriculum also includes a two-semester BTech Project which aims at inculcating a sense of original research and exposure to ongoing technology in the field
* The students can also upgrade to a Double Major or an Interdepartmental Dual or avail of an optional minor in another department.

1. **BS (4-year Degree):**

* Selection through JEE (Joint Entrance Examination)
* The curriculum aims at developing the basic knowledge of Sciences, Engineering and specializing over the field
* The curriculum is similar to that of the BTech programme.
* The degree also involves an undergraduate project to be done under the guidance of a faculty-member.
* The students can also upgrade to a Double Major or an Interdepartmental Dual or avail of an optional minor in another department.

1. **Dual (BTech and MTech/BS and MS):**

* Selection through JEE (Joint Entrance Examination)
* This is a unique program of IIT Kanpur in which students achieve BTech/BS and MTech/MS degree in 10 Semesters
* The curriculum, in addition to the courses of the BTech/BS program, also includes 5-7 post-graduate courses
* Beside these courses, students also need to complete a thesis which spreads over a period of a year and a half in a specialization of their choosing within the department.
* Students are allowed to pursue MTech/MS in a department different from their parent department

1. **Double Major:** Student completes all the departmental core courses of 2 majors, one in their parent department and the second in any other department of their choice, in duration of 5 years. On successful completion of these core courses, the student has comprehensive knowledge required to understand both departments in depth, and hence receives a double major from the institute.

**For Example:** BTech in Electrical Engineering with second major in Computer Science and Engineering

1. **Minor:** Students take minors to gain specialization in a specific field of a department, different from the parent department, which helps in instilling logical ability and foundation knowledge towards the field.

**For Example:** BTech in Electrical Engineering with a minor in Management

**Types of Postgraduate programs offered:**

1. **MTech:**

* Admission through GATE (Graduate Aptitude Test in Engineering), followed by a written test and/or an interview on campus
* The MTech program comprises of a mixture of one and a half years of research work and about 8-9 core post-graduate courses to develop a theoretical base.

1. **MS (Research):**

* Admission based on GATE/CSIR-NET and BTech/MSc score, followed by a written test and/ or an interview on campus
* Students must complete a minimum of four courses in the area chosen in consultation with the thesis advisor
* Followed with course work, the student is expected to do research work leading to a thesis. Focus on research provides in-depth knowledge to the student.

1. **MSc (2 year):**

* Admission through JAM (Joint Admission Test)
* The curriculum aims at developing the advanced knowledge of Sciences, Engineering and specializing over the field
* The degree also involves a yearlong MSc Project to be done under the guidance of a faculty-member.

1. **MS Cognitive Science (2/3 year):**

* Admission through COGJET (Cognitive Science Joint Entrance Test)
* The curriculum aims at developing the advanced knowledge of Sciences, Engineering and specializing over the field
* The degree also involves a yearlong M.Sc. Project to be done under the guidance of a faculty-member.

1. **MBA:**

* Admission through CAT (Common Admission Test), followed by a written test and/or an interview.
* This four-semester course aims at combining engineering know-how with Management education.
* Students from various fields of engineering with lot of work experience help each other to develop and grow managerial skills.

1. **MDes:**

* Admission through CEED (Common Entrance Examination for Design) and GATE.
* This is also a four-semester program helping students to specialize in Product Design, Engineering Design, And Visual Communication courses.
* The curriculum reflects a balance of knowledge building related to design principles and methodology, technology, aesthetics, materials, management, and power of abstraction.