

GENERAL GUIDELINES

1. Companies register with OCS by showing their intent to hire by filling a soft copy of the JNF online. OCS then gives companies access to the online applicant tracking system by providing registered companies with a unique login id.
2. Companies are required to fill all the fields in the Job Notification Form including job description/role details, compensation details, selection process, eligibility criteria, etc. **Note: Any criteria (including CGPA/ eligible departments) should be mentioned while freezing JNF. These criteria cannot be changed after the application process starts for the company profile.**
3. The recruiting organisation can use their login on the OCS, IIT - Delhi website to upload any information in the form of presentations; audio/video files etc. that it may wish to show to the students of IIT Delhi using the same login id. This has been found to be the most effective way to communicate with students and these presentations are available over the entire recruiting season at the students' convenience.
4. Interested students apply to a particular recruiting organisation online through this website based on the information in JNF and the uploaded files.
5. Resumes of the applicants are made available for shortlisting online to the recruiting organisation concerned. Shortlist has to be provided to OCS Office well in advance (at least a week prior to date of visit) for the preparation of interview schedules. Companies can update the shortlist status of candidates online using their company logins.
6. The conduction of a one-on-one or evaluative process such as interviews, telephone interactions or personal discussions before the allotted date for campus interviews is not **permitted without prior knowledge and consent of OCS Office**.
 - a. Any interaction or contest or event planned before the allotted date of interview would need to be endorsed by OCS. OCS would also need an undertaking from the recruiting organisation that such activity is non-evaluative in nature and is in no way related to placement hiring processes.
 - b. No student would be under compulsion to attend any scheduled event. The choice of participating in any planned event rests with the student alone.
 - c. No personal details may be collected at any stage **without the knowledge and consent of OCS Office**. No company is allowed to contact any student individually before the date of final interviews. **Any such interaction may strictly not be done without the knowledge of OCS Office**. All details of accepted students are made available to recruiting organisations after final selections on the company login.
 - d. The blackout dates for the 2023-24 recruiting season are from November 10, 2023 onwards. All companies on campus are requested to abide by this. Non-compliance may lead to serious consequences.
 - e. Further, blackout dates for academic needs (e.g., presentations, tests, exams etc.) would need to be respected in all cases. In other words, there would not be **any formal or informal event(s)** of interaction being conducted during such periods.
7. The dates for campus interviews are allotted based on information provided in the JNF. The recruiting organisation would confirm or seek a change of the dates with the OCS Office. The recruiting organisation may visit the campus on a mutually agreed date to conduct Aptitude Test / Technical test / Personal Interviews / Group Discussion as part of their preferred selection procedure. The maximum duration for all such pre-processes (including pre-placement talks and shortlisting tests etc) cannot exceed a single slot of 90 minutes.
The recruiting organisation has to send company POC(s) to the campus for the proctoring of all pre-processes (whether virtual or on-campus) including test/ GD etc.

OTHER GUIDELINES:

8. Interview Process:

- a. To facilitate parallel recruitment processes, OCS prepares a schedule to ensure that no student misses his/her interview. The recruiting organisations are expected to follow this schedule for everybody's convenience.
- b. All shortlisted students may not be slotted. Students would be slotted for the first round for a maximum of 5 companies where they have been shortlisted (as per their top preferences) in a given slot and they are liable to attend all the scheduled interviews.
- c. Due to logistical constraints, every company would be allotted a mix of classrooms and

temporary cubicles as interview rooms. The maximum number of room + cubicle combination would be 5 subject to the length of shortlist. A maximum of 5 students will be given in a particular slot to any company. The next batch of students will only be made available at the start of the next slot, on the condition that **all** the students provided earlier are released by the company.

- d. The number of panels per company cannot exceed 5. OCS would need information of the panelists as well as the other recruiters accompanying the panel at least 2 days prior to date of visit. A maximum of 6 passes (5 panelists + 1 Coordinator) will be allowed for each company based on the length of the shortlist.

Companies are requested to carry their photo IDs for the verification. Reporting time at the registration desk is 30 mins prior to slotted time of interview only. Kindly collect your passes from the registration desk before proceeding to the venue. Only authorised people would be allowed in the recruiting areas.

- e. For Day 1 and 2, interview hiring processes will only be held either in completely physical mode (All interviewers must visit campus) or completely virtual (Only one official (non-interviewer/panelist) for support is allowed in person and all interviewers must be in online mode). **Hybrid mode is strictly not allowed.**
- f. A student would be available for a maximum of 45 minutes to each company and all companies are expected to keep to the slotting for everyone's convenience. **All rounds of the candidate need to be completed within this time and once released, the candidate would not be made available to the same company again.** The next lot of students will be sent only after all the previous students have been released. Student slotting will be on an hourly basis so the next lot will be made available only after 1 hour. **Companies are requested to kindly conclude their interviews within the given time slot.** In case there is some additional round needed to be done for some candidates, companies are requested to conclude interviewing all the shortlisted candidates before starting such rounds.

NB: This rule applies to all companies on Dec 1 and 2. If any company has some other process they will be accommodated post Dec 3 depending on availability of slots.

- g. Companies are requested to **interview ALL SLOTTED students**. They are requested to budget their time accordingly and block time of senior management keeping this in mind. If interviews of all slotted students are not conducted, then penalty shall apply.
 - h. Companies are expected to remain in their recruitment venues and are strictly not allowed to enter the area allotted to other companies. In case of non-compliance, kindly report the same to the OCS Office.
 - i. No Hotlists would be entertained. Student slotting is done using an internally developed software. It would not be possible for us to entertain individual requests from companies on preferred student slotting.
 - j. Companies need to declare final PPO results for students who are offered Pre Placement Interview (PPI) Offers before 15th October, 2023 else the interviews of PPI offered students will be conducted on the day on which the company is visiting the campus for other shortlisted candidates.
9. The recruiting organisation is expected to furnish the final list of selected students by the end of the slot after the completion of the selection procedure. Further, companies are requested to provide a waitlist (in order of priority) in addition to the selection list. This would be used in case a selected student gets multiple offers on the same day.
- a. The waitlist (in order of priority) will be automatically converted to selection in case a candidate gets selected in an organization of his/her higher preference if the waitlisted candidate is available after the day.
 - b. A selection will be considered above a waiting list. The waiting list will only be checked subject to the availability of the candidate at the time of reconciling waitlist- the day subsequent to the end of allotted interview day.
10. In case a company does not give its final selection list after the interview slot/day allotted to it, then the students will be allowed to appear in other companies visiting on subsequent slots/days till they finally get selected. However, if a student has already been selected by a company that came on the subsequent slot/day & the company that deferred its decision also makes an offer to him/her later on, then:
- a. The result of the company that deferred the result will be considered as the result of the day on which the result is received.
 - b. In case more than one result of selected student(s) comes on the same day, then the student will be given an option to choose between the company of the previous day and the company of the day.
 - c. In case the result of the company (which deferred its selection process) gives its result on a day later than the day when the student was selected by another company, this late offer will

be rejected and the company would be informed accordingly.

11. It is possible that a student gets selected in two or more companies. In such cases, the student shall be considered as selected in that company which figures highest in his/her preference list. This preference list is filled-in online by the student two days prior to the interview date.
12. **Please check the acceptance status of students from your login the next day.** Students have upto 24 hours to accept offers on the online system.

IMPORTANT: Rules for eligibility of students to appear in placement process in Phase-2

- i. Students securing a job offer less than or equal to 9 lakhs per annum gross salary in phase 1, will be given a maximum application limit of 10 in the second phase and are allowed to apply only for those companies which offer a gross package of more than or equal to that of the job offer which he/she has secured in phase 1 by ₹ 1.5 lakhs per annum. After one secures a job with gross package following above criterion, the prior accepted offer will be revoked, and the student will be de-registered from the OCS portal.
- ii. This rule applies to PPO selections as well which will be treated as phase 1 selections.
- iii. On selection in the second phase, the student would be bound to accept the new offer and the prior accepted offer (of phase 1, if applicable) will be revoked.
- iv. A student can avail this facility only once during phase 2 of placements.

Penalty Decided:

If companies are seen violating any of the above mentioned policies, their offers will be entered in the system, at the end of the next day. For example, if a company is allotted Day 5 and any violation of policies is observed, their results will be entered at the end of Day 6. If students are selected in the interim, the company will lose out on those candidates as the company will be treated as a Day 6 company instead of a Day 5 company as per this example.

Policies for Students:

1. Students need to go to all companies he/she is shortlisted for and sign in and out in the company attendance sheet.
2. If a student misses a slot by more than 5 minutes, his/her slot will be cancelled. We will not be able to provide replacements and the student will have to wait for all the interviews of slotted students to be concluded before a reschedule is allowed.
3. Students sitting for on-campus placements are strictly not allowed to apply to companies which are not coming to campus this year but have visited the campus in the past.
4. Students are advised NOT to sign offer letters under any company's pressure before accepting it on the placement portal. Any cases of pressure from companies may be reported to OCS authorities.

ADDITIONAL INFORMATION:

- Once a student is selected in one recruiting organisation, he/she will not be allowed to appear for other recruiting organisations' interviews on subsequent slots as per 'one job per person' recruitment policy. All job offers are to be made through the OCS Office only. Recruiting organisations may contact any student directly (by phone, e-mail) only after (s) he has accepted the organisation's job offer, or unless otherwise explicitly permitted by the OCS Office.
- If the recruiting organisation wishes to visit IIT D again for recruitments within this academic year, same procedure shall be followed. However, selected students will not be allowed to appear again subject to eligibility criterion to appear in phase 2 placement process.