**Uniform Declaration Format**

☐ AIPC guidelines for the placement/ internship is provided in the link: <https://aipciits.com/guidelines/>

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**](https://aipciits.com/guidelines/) 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 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.

**Internship/JMT Notification Form (INF/JMTNF)**

**Indian Institute of Technology Ropar**

|  |  |
| --- | --- |
| **Please refer to the following guidelines and placement policy:** | |
| 1. AIPC Guidelines for the Company | <https://aipciits.com/guidelines/> |
| 2. Internship Policy |
| 3. JMT Policy |

|  |  |  |  |
| --- | --- | --- | --- |
| **About Organization/ Company** | | | |
| **Name** | |  | |
| **Postal Address** | |  | |
| **Date of Establishment** | |  | |
| **Number of Employees** | |  | |
| **Social Media Page Link (optional)** | |  | |
| **Website** | |  | |
| **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 Organisation  STARTUP  Others (please specify) | |
| If MNC, Location and Head office of the parent company: | |  | |
| **Nature of Business / Industry Sector (Select as many applicable)** | | | |
| 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 |
| If Others (please specify): |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Details** | | | |
|  | **Head HR** | **First Point of Contact** | **Second Point of Contact** |
| **Name** |  |  |  |
| **Designation** |  |  |  |
| **Email** |  |  |  |
| **Mobile** |  |  |  |
| **Landline** |  |  |  |

***Note*: Please fill separate forms for each distinct internship 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.**

|  |  |  |
| --- | --- | --- |
| **Internship Profile** | | |
| Job Title / Job Designation |  | |
| Job Description  (fill/ give link or upload as an attachment) |  | |
| Minimum No. of Hires |  | |
| Expected No. of Hires |  | |
| Location(s)/ Place of Posting/ Online |  | |
| Please attach IP & Copyright Sharing Norms of the company, if applicable (optional) |  | |
| Preferred period of Internship |  | |
| Required Skill Set |  | |
| Eligible Academic Degrees | B.Tech (4 Year)  M.Tech (2 Year)  MSc. (2 Years) (Through JAM)  Ph.D.  M.Sc. in Data Science and Management  (2 years) | |
| Eligible Specific Departments/Disciplines/Programs |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | \***Please mark (✓) the disciplines in which you are interested to recruit in** | | | | | | | | ***Branches*** | ***B.Tech*** | ***B.Tech with minor in*** | ***M.Tech*** | | ***M.Sc.*** | ***PhD*** | | ***ALL*** |  |  |  | |  |  | | ***CSE: Computer Science and Engineering*** |  |  |  | | *×* |  | | ***AI: Artificial Intelligence*** | *×* | *×* |  | |  |  | | ***M&C: Mathematics & Computing*** |  |  |  | | *×* |  | | ***EE: Electrical Engineering*** |  |  |  | | *×* |  | | ***ME: Mechanical Engineering*** |  |  |  | | *×* |  | | ***EP: Engineering Physics*** |  | *×* | *×* | | *×* |  | | ***MME: Metallurgy and Materials Engineering*** |  |  | *×* | | *×* |  | | ***CE: Civil Engineering*** |  |  |  | | *×* |  | | ***CH: Chemical Engineering*** |  |  |  | | *×* |  | | ***MA: Mathematics*** | *×* |  | *×* | |  |  | | ***PHY: Physics*** | *×* |  | *×* | |  |  | | ***CY: Chemistry*** | *×* |  | *×* | |  |  | | ***DS: Data Science and Management*** | *×* | *×* | *×* | |  |  | | ***BME: Biomedical Engineering*** | *×* |  |  | | *×* |  | | ***HSS: Humanities and Social Sciences*** | *×* |  | *×* | | *×* |  | | ***If considering CSE students, will you also consider those non-CSE students endorsed and recommended by CSE faculty members?*** | | | | Yes / No | | |   **Note :**   * M.Tech. CSE discipline includes M.Tech. AI (Artificial Intelligence) students. * M.Tech EE discipline includes VLSI, Power Engg., and Signal Processing & Communication specialisations. * M.Tech ME discipline includes Computational Mechanics, Thermal & Fluid Engg., Mechanics and Design, and Manufacturing Engg. Specialisations. * M.tech CE discipline includes Structural Egg and Geomechanics, and Water Resources and Management specialisations. * ‘x’ in the “Disciplines” section means no student is available for that program. * Students in M.Sc. in Data Science and Management are eligible to do a maximum of 45 days SLP (Summer Live Project). | | |
| Is there a CGPA Criteria? | Yes | No |
| If Yes, minimum CGPA for shortlisting. |  | |
| Project details for Joint Master Thesis (JMT) |  | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Selection Process** | | | | |
| Shortlist from resumes: | Yes | No | |
| **Mode of Selection** | **Virtual** | **Campus Visit** | **Hybrid** |
| **Pre-internship Talk** | **Yes** | **No** | |
| **Written Test: (offline)** | **Yes** | **No** | |
| Aptitude | Yes | No | |
| Technical | Yes | No | |
| **Written Test: (Online)** | **Yes** | **No** | |
| Aptitude | **Yes** | **No** | |
| Technical | Yes | No | |
| **Duration of Written Test** |  | | |
| **Group Discussion** | Yes | No | |
| **Other modes of Screening** | Yes | No | |
| If yes, specify the process |  | | |
| **Personal Interview (Online/ Offline)** | **Yes** | **No** | |
| HR Round |  |  | |
| Technical |  |  | |
| Others |  | | |
| Total number of Rounds |  | | |
| Psychometric Test | Yes | No | | |
| Medical Test | Yes | No | | |

|  |  |  |
| --- | --- | --- |
| **Stipend Details / Compensation** | | |
| Stipend (per month) **(In INR)#** |  | |
| Stipend (per month) **In Foreign currency#** |  | |
| Accommodation provided / Trip Fare |  | |
| PPO provision on Performance | **Yes** | **No** |
| Tentative CTC for PPO Select |  | |
| Tentative date of confirming of PPOs  (not later than 15th September, as per AIPC policy) |  | |
| Any other perks/ benefits/ components company wants to declare |  | |

**# Same stipend for the same job profile and role should be offered across all IITs**

|  |
| --- |
| **Medical Requirements, if any (provide details below or attach separately)**  (Medical tests must be completed before the issue of offer letter) |
|  |

|  |
| --- |
| **Additional Information, if any (provide details below or attach separately)** |
|  |

**Terms and conditions**

**(Please read it carefully)**

1. 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.

Our institute requests you to respond whenever contacted by such ranking agencies/organizations.

1. Recruiter must abide by the information filled in INF as above and AIPC Guidelines to the Recruiters (<https://aipciits.com/guidelines/>).
2. After successful completion of the internship, it is highly desirable that the status of the PPOs be informed within two weeks of the completion of the internship and preferably not later than 15th September (for 2 months internship). Companies are advised to leverage PPO instead of PPI as the latter does not provide significant benefits either to students or companies.
3. Companies on campus are advised not to engage in any off-campus activity before/after the campus process. For any issues the company should contact the placement cell of the institute.
4. **Same stipend for the same internship profile and role across all IITs.**
5. ***It is strongly recommended to keep some students in waitlist in addition to your final selection.***
6. 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. In case a company is not in a position to honour the offer made, reducing the stipend or delay in joining, suitable action may be taken against the recruiter depending on the nature of INF violations, as per the guidelines of AIPC and IIT\_\_\_\_\_\_\_\_.

**Self-Declaration**

I/We confirm that the information pertaining to the posted internship profile is accurate and verified to the best of our knowledge. The company commits to adhere to the terms and conditions outlined in these internship 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 Internship 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 \_\_\_\_\_\_\_\_ and AIPC guidelines.

I/We have read the placement Guidelines of IIT \_\_\_\_\_\_\_\_ 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 placement cell.**