**Job Announcement Form (JAF)**

\*Mandatory Fields

| \***About the Organization** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Organization | | | | | |  | | | | |
| Postal Address | | | | | |  | | | | |
| Website | | | | | |  | | | | |
| **\*Type of Organization (Kindly underline/ Highlight the appropriate options)** | | | | | | | | | | |
| 1. Private Sector | | 2. Start-up  Established In: | | | | | 3. Government | | 4. Public Sector | |
| 5. MNC (Indian origin) | | 6. MNC (Foreign origin) | | | | | 7. If Others, please specify: | | | |
| **\*Industry Sector** | | | | | | | | | | |
| 1. Analytics | | 2. Consulting | | | | | 3. Core (Technical) | | 4. Finance | |
| 5. I.T./ Software | | 6. Management | | | | | 7. Teaching / Research | | 8. If Others, please specify: | |
| \***Contact Details** | | | | | | | | | | |
|  | Head HR | | |  | First Contact Person | | |  | | Second Contact Person |
| Name\* | Mr./Ms. | | | Name\* | Mr./Ms. | | | Name\* | | Mr./Ms. |
| E-mail\* |  | | | E-mail\* |  | | | E-mail\* | |  |
| Mobile |  | | | Mobile\* |  | | | Mobile\* | |  |
| Phone |  | | | Phone\* |  | | | Phone\* | |  |
| **Job Profile** | | | | | | | | | | |
| \*Job Designation | | |  | | | | | | | |
| \*Job Description  (Fill/ give a link or upload as an attachment in the given space) | | |  | | | | | | | |
| \*Place of Posting | | |  | | | | | | | |
| **Salary Details** | | | | | | | | | | |
| Please Note:  1. The performance-based bonus should not be declared as part of Gross/CTC but to be indicated in the Bonus/Perks/Incentive section.  2. **Please provide CTC/Gross/Bonus/Perks/Incentives details for the 1st Year only.** | | | | | | | | | | |

| **Compensation** | | | | | | | \*Bond or Service Contract (if yes, give details) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \*Cost to Co. (CTC) | \*Gross | \*Take Home | | | Bonus/Perks/Incentive | |
| BTech. |  |  | | |  | |  |
| MTech. |  |  | | |  | |  |
| M.Sc. |  |  | | |  | |  |
| Ph.D. |  |  | | |  | |  |
| \*or send/upload as attachment  \*Please provide a detailed breakup of salary/perks as an attachment | | | | | | | |
| \***Selection Process** | | | | | | | |
| \*Eligibility Criteria (min. CGPA cutoff, 0-10 scale) | | | |  | | | |
| \*PPT | | | | Yes / No | | | |
| \*Shortlist from Resumes | | | | Yes / No | | | |
| \*Written Test/ Online Test | | | | Yes / No | | | |
| Technical Test | | | Aptitude Test | | | Psychometric Test | |
| For Technical Test please specify likely Topics / Skill sets: | | | |  | | | |
| \*Group Discussion | | | | Yes(Duration) / No | | | |
| \*Personal Interview/ Number of Rounds | | | | Yes / No | | | |
| \*Number of offers you intend to make: | | | |  | | | |
| \*Preferred period for recruitment | | | |  | | | |
| **Logistics Requirements** | | | |  | | | |
| \***Please mark (✓) the disciplines in which you are interested to recruit in** | | | | | | | |

|  | **ALL** | **CSE** | **M&C** | **EE** | ***ME*** | ***MME*** | ***CE*** | ***CH*** | **Phy** | **MA** | ***CY*** | ***BME*** | ***HSS*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B.Tech |  |  |  |  |  |  |  |  | *×* | *×* | *×* | *×* | *×* |
| B.Tech with minor in |  |  |  |  |  |  |  |  |  |  |  |  |  |
| M.Tech |  |  |  |  |  | *×* |  |  | *×* | *×* | *×* |  | *×* |
| M.Sc. |  | *×* | *×* | *×* | *×* | *×* | *×* | *×* |  |  |  | *×* | *×* |
| PhD |  |  |  |  |  | *×* |  |  |  |  |  |  |  |
| If considering CSE students, will you also consider those non-CSE students endorsed and recommended by CSE faculty members ? | | | | | | | | | | Yes / No | | | |

*CSE: Computer Science And Engineering ME: Mechanical Engg.*

*MME: Metallurgy and Materials Engineering M&C: Mathematics & Computing*

*CE: Civil Engg. EE: Electrical Engineering (includes Electronics courses too) CH: Chemical Engg*

*MA: Maths BME: Biomedical Engineering Phy: Physics*

*CY: Chemistry HSS: Humanities and Social Sciences*

***Note:***

*#Dual degree students are admitted through JEE advanced are awarded both B.Tech degrees and M.Tech degrees,*

*therefore they are considered eligible in both categories B.Tech and MTech.Currently at IIT Ropar, Dual Degree Programme*

*is only available in the Department of Mechanical Engineering*

*##M.Tech. CSE discipline includes M.Tech. AI (Artificial Intelligence) students*

*### ‘x’ in the “Disciplines” section means no student is available for that program*