**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.

**Job Notification Form (JNF)**

**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. Institute Placement Policy |

| \***About the Organization** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Organization | | | | | |  | | | | |
| Postal Address | | | | | |  | | | | |
| Number of Employees | | | | | |  | | | | |
| 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: | | | |
| If MNC, Location and the Head Office of the parent company: | | | | | | | | | | |
| **\*Industry Sector** | | | | | | | | | | |
| 1. Analytics | | 2. Data Science | | | | | 3. Core (Technical) | | 4. Oil & Gas | |
| 5. I.T./ Software | | 6. Management | | | | | 7. Teaching / Research | | 8. Finance & Consulting | |
| 9. If Other’s (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\* | |  |
| **Please 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. | | | | | | | | | | |
| **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. ESOPs and lock-in period if any should be stated explicitly.  **2. Please provide CTC/Gross/Bonus/Perks/Incentives details for the 1st Year only.** | | | | | | | | | | |

| **Cost to Company (CTC) (In INR)** |  | |
| --- | --- | --- |
| 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 |  | |

| \***Selection Process** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| \*Eligibility Criteria  (min. CGPA cutoff, 0-10 scale) | |  | | | | |
| \*PPT | | Yes / No | | | If Yes: Virtual/At Campus | |
| \*Shortlist from Resumes | | Yes / No | | | | |
| \*Written Test/ Online Test (Max duration: 90 Minutes) | | Yes/No | | | | |
| Technical Test | Aptitude Test | | Psychometric Test | | | |
| \*For Technical Test please specify syllabus / Skill sets: | |  | | | | |
| \*Group Discussion | | Yes (Duration) / No | | | | |
| \*Personal Interview | | Yes / No | | | | |
| \*Total Number of Rounds | |  | | | | |
| \*Technical | | Yes / No | | | | |
| \*HR Round | | Yes / No | | | | |
| \*Number of offers you intend to make: | |  | | | | |
| \*Preferred period for recruitment | |  | | | | |
| \*Mode of selection | | Virtual | | Campus Visit | | Hybrid |
| Psychometric/Medical Test (if any, to be completed before issuing the offer letter) | |  | | | | |
| **Logistics Requirements** | |  | | | | |

| \***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*** |  |  |  | | *×* |  |
| ***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 | | |

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

***Note:***

1. ***‘×’ in the “Disciplines” section means no student is available for that program***
2. ***M.Tech. CSE discipline includes M.Tech. AI (Artificial Intelligence) students.***
3. ***M.Tech EE discipline includes VLSI, Power Engg., and Signal Processing & Communication specialisations.***
4. ***M.Tech ME discipline includes Computational Mechanics, Thermal & Fluid Engg., Mechanics and Design, and Manufacturing Engg. Specialisations.***
5. ***M.tech CE discipline includes Structural Egg and Geomechanics, and Water Resources and Management specialisations.***
6. ***MSc in Data Science and Management is jointly run in collaboration with IIM Amritsar.***

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

**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 Ropar.
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 placement cell of the institute.
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 AIPC guidelines.

I/We have read the placement Guidelines of IIT Ropar 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.**