

# Resume Verification Timeline and Guidelines

## Final Year Students

### 1. Registration & Verification Timeline:

Resume filling and window for uploading document proofs	<b>4th September 2021 - 12th September 2021</b>
Resume Verification for all students	<b>24th September 2021 - 30th September 2021</b>
Placement Tests and PPTs	<b>Starting from the first week of October 2021</b>

**2. Everybody, including PPO holders, have to upload all documents according to the guidelines.**

**3. All documents should be contained in a zip file (zip file name as your enrollment number\_fullname) and have to be uploaded with your details on this form - <https://forms.gle/SHqLG136tBuXTmQA6>**

**4. Read the guidelines carefully. All further communications will be carried out on Slack channel, so everybody has to be active on this platform.**

**5. It is very important to note that you have to use only the new channeli ([https://internet.channeli.in/placement\\_and\\_internship/](https://internet.channeli.in/placement_and_internship/)) for all placement related activities.**

The link for the **New Noticeboard App** is

<https://play.google.com/store/apps/details?id=com.channeli.img.noticeboard>

**All the notices will be uploaded here for all placement related activities. Everybody's account has been created, if you have forgotten the password, kindly click on that button while logging in.**

**6. All the queries regarding resume verification will only be entertained via DPR through Whatsapp/Slack.**

**7. Submitting fees receipt and all concerned documents is compulsory failing which your resume will not be verified.**

**8. All the students are required to put up their Institute ID (@iitr.ac.in) in the email ID section as the primary email. For secondary email ID, any other email ID may be used.**

**If an email ID other than Institute ID is found in the resume then the resume of the student will not be verified.**

9. All students have to fill in a working contact number, if possible, both Whatsapp and call should be working on that number, since it will be used by the company and placement cell to connect for processes.

## **Registration Fee -**

### **How To Pay the Registration Fee -**

1. Click On this Line -  
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=339356>
2. Accept the Terms & Conditions and then Proceed
3. Select This Category - IITR Placement - Internship Fee
4. Fill in the details and pay the Fee.  
Final year Students(including PPO Holders) are requested to pay the Placement Fee with GST i.e. (1500 / for General/OBC, 1000 / for SC/ST/PwD )

## **Guidelines for Resume Filling 2021-22**

**All the Final year students are required to go through the following guidelines very carefully. Anything that doesn't meet the qualifications of guidelines will not be allowed to be written in the resume.**

**All the Final Year students who want to register for participating in the Placement session are requested to pay a registration fee as mentioned above.**

**Area of Interest:** Students can fill this section according to his/her fields of interest and **will not be verified** by PIC. A student can edit this section freely even after the resume verification.

### **Education:**

- **Institution/ Board:** Must be filled accurately as mentioned in the mark-sheet along with the Board name in the round brackets.
- **Grades/Percentage:**
  - It is mandatory for all the students to upload the original grade sheet of each semester, 12<sup>th</sup> & 10<sup>th</sup> mark sheet during resume verification. ***Transcripts will not be considered as proof during verification.***
  - The SGPA of all the semesters attended must be filled accurately.
  - Class 10<sup>th</sup> result may be filled in as a grade out of 10 or a percentage (as mentioned in the grade sheet/mark sheet). *If it is not mentioned specifically then, he/she has to bring the proof of % or CGPA calculation rule and has to submit the calculation of the same on an A4 sheet.*
  - The class 12<sup>th</sup> result must be filled in as a percentage(%) according to the following guidelines: *(has to submit the calculation of the same on an A4 sheet, if % is not mentioned specifically in the mark sheet)*

Guidelines for CBSE board percentage calculation (Best of 5):

- Subject-1: Compulsory Language with higher marks of Subject-2: Any other Language/Elective with higher marks (other than Subject- 1 and Subject-3 to Subject-5)

**Subject-3 to Subject-5 (even if the marks in the subjects are lower) must be as follows:** ○ Subject-3: Physics ○ Subject-4: Mathematics ○ Subject-5: Anyone out of – Chemistry/ Computer Science/Biology (Botany & Zoology)/Biotechnology with higher marks

Guidelines for ISC percentage calculation (Best of 4):

- (English compulsory + other best 3 subject marks)/4

*If a student has passed class 12<sup>th</sup> from some other board and % is not mentioned in the mark sheet specifically, then he/she has to bring the proof of % calculation rule and has to submit the calculation of the same on an A4 sheet.*

- A student pursuing masters must fill his/her bachelor's result as a grade or percentage (as mentioned in the mark sheet). *if it is not mentioned specifically then, he/she has to bring the proof of % or CGPA calculation rule and has to submit the calculation of the same on an A4 sheet.*

- All % or CGPA calculations and their calculation proof must be **self-attested**.

### **Experience:**

- This section should only be filled by students, who had some full-time job experience in the past.

- A Student must have to produce one of the following proof:

1. A photocopy of an email from the company's official Email ID mentioning: job designation, duration, start date, end date.
2. Income receipt records from the previous company.
3. An acknowledgement letter covering all the above details with the signature and official stamp of the company.

- The student must write the job position/designation accurately and has to produce a proof for the same.
- The description can be filled in by the student mentioning job relevant details.
- The name of the company will come on the left side and the designation on the right side.
- Students are required to upload valid proof for all the numbers/figures written under this section.

### **Internships:**

- **The minimum period for an internship is 21 days.** Any activities/internships having less than **21 days** will be considered as workshops and will not be allowed to be put under this section.
- A Student must have to produce one of the following proof:
  - A screenshot of an email from the company's official Email ID  
Mentioning: Intern- title, duration, start date, end date.
  - An internship certificate covering all the above details with the signature and official stamp of the issuing authority.
- *The title of the internship must be as mentioned in the internship certificate or email. If the title is not mentioned, then 'Summer Internship/Summer Training/Research Internship' must be put as the title (whichever suits best).*
- *The duration, start, and end dates must be as mentioned in the internship certificate or email.*
- The description can be filled in by the student mentioning relevant details.
- The title of the internship will come on the left side and the name of the company on the right side.
- Students are required to upload valid proof for all the numbers/figures written under this section.

### **Projects:**

- A Student must have to produce one of the following proof:
  - A photocopy of an email from professor/industry official Email ID mentioning: project title, duration, start date, end date.
  - A letterhead/certificate covering all the above details with professor/industry signature and official stamp.
- *The title must be the name of the project as mentioned in the email/certificate. If the title is not mentioned, then 'Project' must be put as the title.*
- *The duration, start, and end dates must be as mentioned in the email/certificate.*
- The description can be filled in by the student mentioning relevant details.
- Students are required to upload valid proof for all the numbers/figures written under this section.

### **Awards/ Scholarships/ Academic Achievements:**

- Awards, Scholarships, JEE rank, GATE rank, rank from other recognized examinations will be considered under this category.
- Students are required to upload valid proof for all the numbers/figures written under this section.
- **Students must produce the original certificate of everything written under this section during verification otherwise it will not be allowed to be put in the resume.**
- Department rank, IR, statements like “cracked JEE/GATE” will not be counted as achievements.

### **Positions of Responsibility & Extra Curriculars:**

- Proper certificates/letterhead (**signed and stamped**) by the Prof. In-charge covering all the necessary information (e.g.: title/ designation, duration) must be shown during verification. Producing fake documents/certificates will result in necessary disciplinary action and placement restrictions.
- The description can be filled in by the student mentioning relevant details.
- Student is required to upload valid proof for all the numbers/figures written under this section.
- In case certificates are not available, all the group members need to get one common letter signed with the name of all the team members along with their position of responsibility (if any) from their respective professor in charge (**signed and stamped**).
- Class Representatives or Batch Representatives will not be considered as POR.

### **Research Publications:**

- *All the publications written under this category must carry a verified proof in the form of an authorized email from the publishing authority or conference authority.*
- The student must be at least the 3<sup>rd</sup> author of the publication.
- Any publication submitted to the conference still under the process of publication will not be allowed to be written in the resume.
- He/ She must upload all the published papers.
- PG students must upload either the certificates of their bachelor's thesis or some other written proof. In case you don't have written proof of the same, you need to get an email from your respective bachelor's professor in charge (only from their official email ID – e.g. abc@iitr.ac.in).

**References:** The student must produce a screenshot of mail of the consent from the Referee's official email Id. References from the Institute's professor don't need any proof for verification.

## **Important Instructions:**

1. The students can be asked to show the original documents as proof anytime during the placement session. No photocopy will be entertained (except photocopy of emails). In case the student is unable to do so, it will not be verified and will not be allowed to be put in the resume.
2. **Every A4 Sheet uploaded during verification documents must be self-attested.**
3. **Additional Courses, Software Packages will not be verified.**
4. All the audit courses will come in the field of Additional courses only (not in the Minors/Honors field).
5. In the Minors/Honors field, only write the courses taken and thereby completed as minors/honours.
6. Any discrepancy will result in necessary disciplinary action and placement restrictions.
7. The student must also submit a Declaration form (format given below this file) along with all the required self-attested documents during Resume Verification.
8. **All the students are restricted to arrange for their certificates at the earliest. Once the resume is locked, no more requests for addition will be entertained.**
9. **The documents should be strictly arranged in the order in which they appear in the resume.**
10. **Projects/ Internships should be strictly arranged in your resume in the order to their timeline (i.e. Latest being the oldest).**
11. Students have to make sure that the dates mentioned in the certificate match the dates as they have mentioned in the resume.