**Job Notification Form (JNF)**

**Indian Institute of Technology – (BHU) Varanasi**

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| **Please refer to the following guidelines and placement policy** |
| 1. AIPC Guidelines for the Company  | <https://aipciits.com/guidelines/>  |
| 2. Institute Placement Policy  | [**Placement Policy for Organisations.pdf**](Placement%20Policy%20for%20Organisations.pdf) |

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| **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 OrganisationSTARTUPOthers (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): |  |

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| **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 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.**

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| **Job Profile** |
| Job Title / Job Designation |  |
| Job Description (fill/ give link or upload as an attachment) |  |
| Minimum No. of Hires |  |
| Expected Total No. of Hires |  |
| Location(s)/ Place of Posting |  |
| Required Skill Set |  |
| Eligible Academic Degrees | B.Tech (4 Year)B.Tech + M.Tech Dual Degree (5 Year)M.TechMSc. (2 Years) (Through JAM)Ph.D. |
| Eligible Specific Departments/Disciplines/Programs |  |
| Is the position also open to PwD/ DAP?PwD: Person with Disability/DAP: Differently Abled Person | Yes | No |
| If No, specify the nature of disability NOT Acceptable |  |
| Is there a CGPA Criteria? | Yes | No |
| If Yes, minimum CGPA for shortlisting. |  |
| Backlog Eligibility(backlog being cleared within the graduating year)  | Yes | No |
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***Note:*** **Criteria used for shortlisting should be sent along with the final list of shortlisted students.**

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| **Selection Process** |
| Shortlist from resumes: | Yes | No |
| **Mode of Selection**  | **Virtual**  | **Campus Visit** | **Hybrid** |
| **Pre-Placement Talk** | **Yes** | **No** |
| **Written Test**  | **Yes** | **No** |
| If Yes, Mode  |  **Offline** |  **Online** |
| Aptitude | **Yes** | **No** |
| Technical  | **Yes** | **No** |
| **Duration of Written Test** **(max 90 minutes)** |  |
| **Any other modes of Screening**  | Yes | No |
| If yes, specify the process  |  |
| **Personal Interview**   | **Online**  | **Offline**  |
| Technical  | Yes/No | Yes/No |
| HR Round  | Yes/No | Yes/No |
| Any other  |  |
| Psychometric Test (if any, to be completed before issuing the offer letter) | Yes | No |
| Medical Test (if any, to be completed before issuing the offer letter) | Yes | No |

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| **Salary Details / Compensation** |
| **Cost to Company (CTC) (In INR)#** |  |
| **Cost to Company (CTC) (In Foreign currency) #** |  |
| 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 |  |

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| **Medical Requirements, if any (provide details below or attach separately)**(Medical tests must be completed before the issue of offer letter) |
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| **Additional Information, if any (provide details below or attach separately)**  |
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**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 – (BHU) Varanasi.
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. ***It is strongly recommended to keep some students in waitlist in addition to your final selection.***
7. 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 Recruitment Policy of the IIT – (BHU) Varanasi and AIPC guidelines.

I/We have read the placement Guidelines of IIT - (BHU) Varanasi 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.**