



# COMPANY GUIDELINES

Institute of Engineering and Technology,  
Lucknow

Placement Season: 2021-2022

#### A. Joining Period

1. BTech, MBA, pre-final year students are available for 6-8 weeks of a summer internship, the interval of which is tentatively from 1st June to 20th July 2022.
2. BTech and MCA final year students are available for semester-long internship/training, the interval of which is tentatively from 1st January to 1st May 2022.
3. Joining of a selected candidate as a FTE is tentatively in July 2022 after the final-semester examinations.

*Kindly note \**

#### B. Job Notification Form

- Any company interested in campus recruitment from the institute should express its interest by email and provide a filled-in JNF in the prescribed format detailing the profile of the jobs being offered, remuneration packages and eligibility requirements, bond/service contracts.
1. The JNF serves as an introduction to the job profile and also informs about the company's requirements. Thus, the details provided in the JNF will not be floated to the students until the company provides a proper breakup of the CTC being offered, including but not limited to bonuses and stock options.
  2. A company can submit multiple JNFs for different positions that they wish to offer.
  3. The company has full autonomy when it comes to deciding the criterion for its selection rounds.

#### C. Recruitment Dates

1. The company will be allotted dates (Placement Calendar) for conducting various recruitment rounds, with a request to confirm the same by a specified date. On failing to provide the confirmation, the allotted date may be given to other companies. Requests for the change of the date can be entertained subject to its availability.
2. The Placement Cell generally allots a date to the company for the final placements based on the following preference criteria:
  - a. Job profile and growth prospects.
  - b. The package being offered by the company (CTC and Take-Home).
  - c. Past record of recruitment.

#### D. Students' Data and Candidature

1. Depending on the requirements, the company will be provided with the summarized data or the resumes of interested students. The company may use this information to prepare a shortlist before beginning the next placement process. The data provided will be duly verified by the TPC.
2. The company can ask for the resumes of interested students and has the liberty to shortlist them at any stage of the selection process.
3. The student(s) shortlisted by the company may not be available from a particular round onwards, either because the concerned student(s):
  - a. might have earned a job prior to your scheduled slot for the final placement process.
  - b. has been blacklisted on certain grounds.

The list of such student(s) will be timely provided to you.

#### E. One-Student-One-Job Policy

1. The Institute strictly follows the 'One-Student-One-Job' policy with the following allowances:
  - a. if a future company falling into the same company-category offers a CTC which is at least 1.5 times the CTC by the current company.
  - b. students can register for recruitment drives of the category of Dream Company from the one he/she has been offered a job in, irrespective of the CTC offered.

#### F. Selections and Offer Letters

1. If in case the final selection list to-be issued by the company is delayed, those students shortlisted for the final round by the company will be allowed to apply for drives of other companies.
2. 'On-spot' result declarations to the candidates are discouraged and should be communicated only through the TPC.
3. Since there is a probability of multiple offers, the companies are suggested to mail a waiting list to the TPC along with the final selection list. In case a student who is extended multiple offers chooses the other company, the first candidate in the waiting list moves up in the final selection list.
4. The company is required to send offer letters to TPC for handing it over to the concerned students as well as for records. Such letters should be mailed to the Cell [before March 31, 2022], for all the interviews finished [by the third week of March 2022].

The companies visiting later are expected to issue the same within a month from their date of the interview.

*Kindly note \*\**

#### G. Miscellaneous

1. All communication between the selected candidates and the company should be ONLY through the TPC until the joining date.
2. Applicants are expected to be in communication with the company ONLY through authorized officials/individuals of the TPC except during the required selection rounds. In case, a contrary situation arises, please bring the incident to the notice of the authorized officials at the TPC immediately.
3. The participating companies are expected to honour their commitments relating to packages, profiles, location and other such information as informed in the JNF. Any downgrade from the stated information in JNF is strongly discouraged and will be dealt with on a case-to-case basis by the TPC.
4. The TPC expects that the visiting company will inform the selection process, requirements and its components well before the blocked dates for smooth conduction of drive.

\* I. For companies offering PPOs (Pre-Placement Offers) to the students upon successful completion of the internship:

- a) PPOs offered by the company are to be intimated to the TPC. The students will have the liberty of accepting or rejecting the PPO.
- b) As an exception to this, a student with PPO can appear for the placement procedure as mentioned in E.1.a and E.1.b.

II. The dates for joining are tentative and start only after the end of semester examinations.

III. The company must provide the student (trainee) with necessary breaks to take his/her units tests, last-semester examinations, project submissions and similar.

\*\* Key information on the offers made: If a company makes offers during the placement session, the following key information may be provided along with the offer letter:

- The details on the salary structure (including take-home salary) based on the CTC
- Joining location and date

All the offers must be sent to the TPC. All communications related to the deferment of joining dates and rescinding of offers is not expected from the organizations and as an ethical practice, due compensation is expected for the students in the rarest of such cases which may happen incidentally.

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