



# Placements 2022-23

# Portal Registration Guide

## Placement & Internship Cell

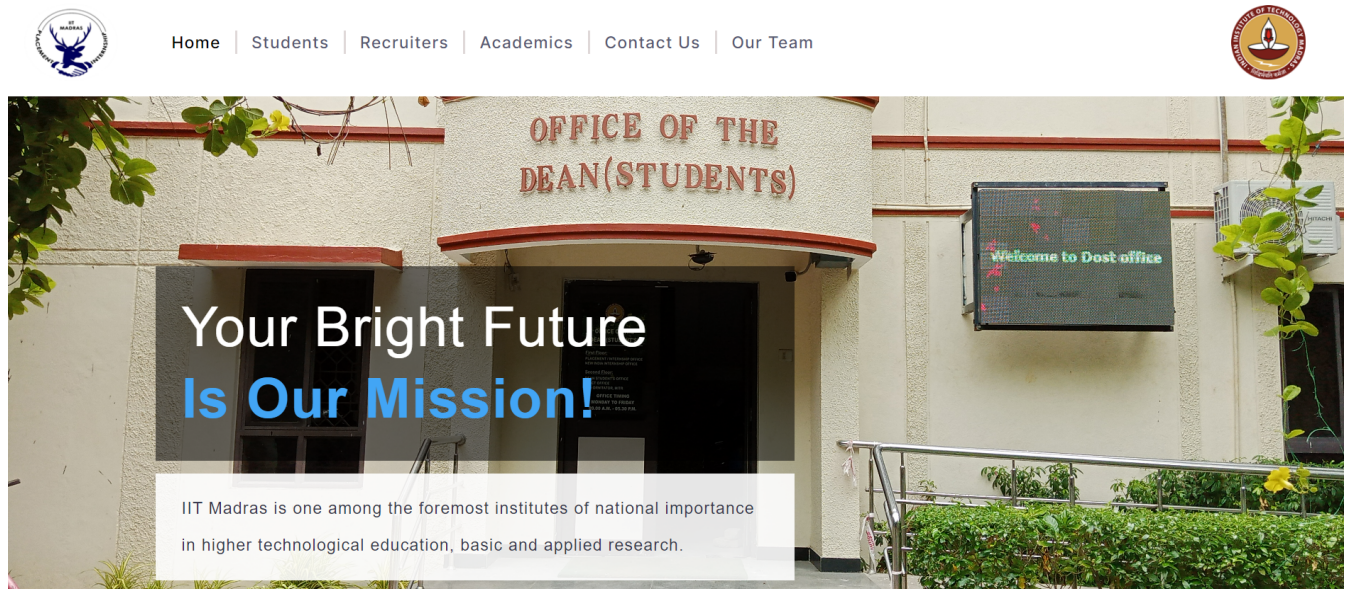


**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**



v1 Dt: 09/08/2022

## Company Placement Portal Guide

1. Go to the [IIT Madras Placement Portal](#) -> Recruiters



2. Enter your email address.

[Home](#) | [Students](#) | [Recruiters](#) | [Academics](#) | [Contact Us](#) | [Our Team](#)

### New Registration

Enter your email address and create the company profile.

→ Go

Already Registered ? [Click Here](#)

#### Instructions

Recruiters have to pay the Placement fee of Rs. 10000 [ including 18% GST ]

The Institute Placement Season is structured to be a year-long process: from July to May. Students from different streams: B.Tech., Dual Degree (Integrated B.Tech. + M.Tech.), M.Tech., M.A., M.Sc, M.S. and PhD across 16 different branches participate in the two-phase recruitment process. An independent body - the Career Development Cell devotedly focuses on the all-around preparation of students for the multi-faceted placement process. The registration process starts in August, and pre-interview activities like Pre-Placement Talks, Aptitude and Technical tests happen in the September- November period. Requesting us to refund Refund Request the payment received by the companies in respect of such Disputed Transaction Refund Monies; or

### 3. Fill up the following information.



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## Company Registration

### Company Information (company@gmail.com)

Name Of Company \*

Year Of Inception \*

Website \*

Type Of Company \*

Nature Of Business \*

Select your affiliation \*

☒ In-House HR ☐ RPO (Recruitment process outsourcing) personnel

### Recruiter Contact Information

Name Of In-House HR \*

Designation \*

Mobile \*

Alternate Mobile

Email Address \*

Alternate Email Address

Postal Code \*

Address \*

### Additional Information

Does your company have an office at IITM Research Park ? \*

☒ Yes ☐ No

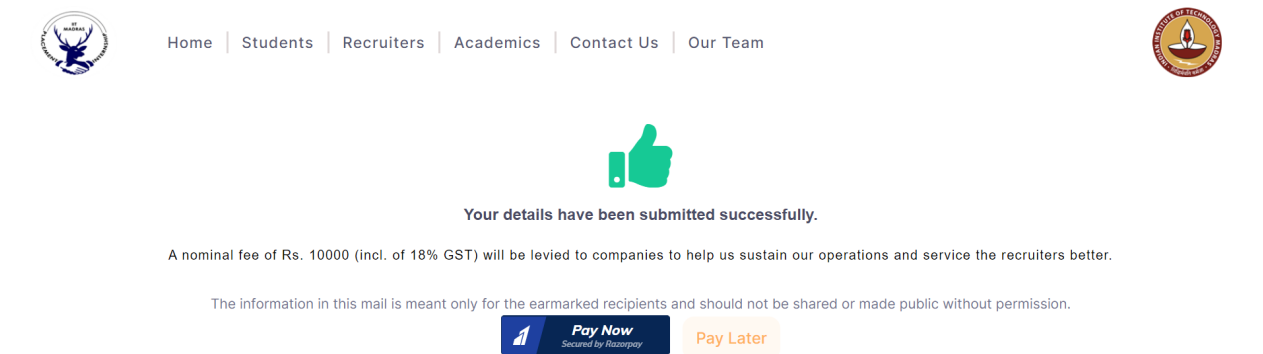
Are you a registered company in India ? \*

☒ Yes ☐ No

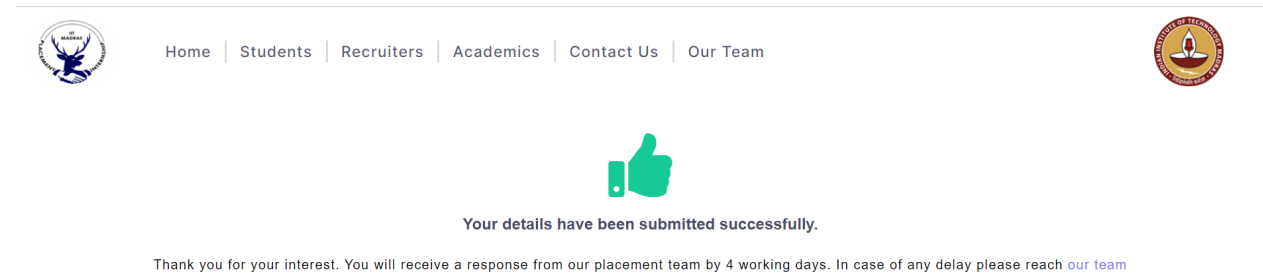
→ Submit



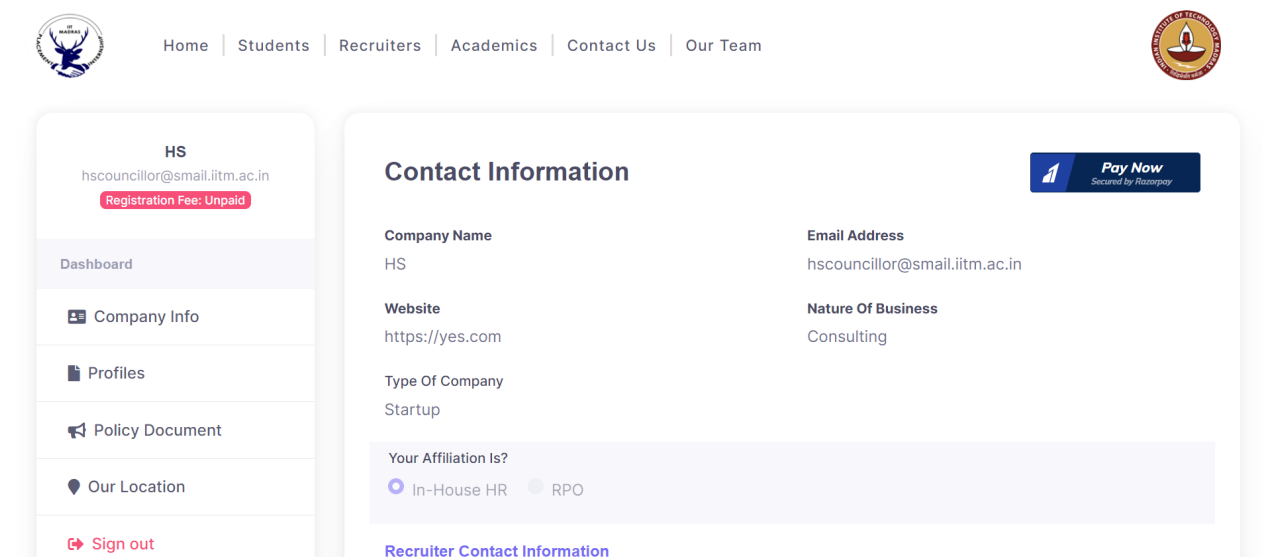
→ Companies with an existing **invite from the Placement & Internship office** will receive login credentials on the registered email shortly after registration.



→ For companies **without an invite**, the team will require some extra time to process the registration. Therefore, login credentials will be sent to the registered email address after a period of time.





4. The login credentials must be used to log in to the portal.  
We request you to **save the auto-generated password** since there is no option to change the password as of now.



Click on 'Pay Now' to initiate online payment of the registration fee of Rs 10,000/-

5. Profile details can be added from the 'Profiles' section of the dashboard. Please note that profile details **cannot be changed** once the profile has been announced.

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**HS**  
hscouncilor@smail.itm.ac.in  
**Registration Fee: Unpaid**

Dashboard

Company Info

Profiles

Policy Document

Our Location

Sign out

### Profile Information

Profile List

+ Add New Profile

| Sl No.            | Company Name | Profile Name | Resume Deadline Date | PPT Date | Test Date | GD Date | Interview Date | Action |
|-------------------|--------------|--------------|----------------------|----------|-----------|---------|----------------|--------|
| No records founds |              |              |                      |          |           |         |                |        |

## Add Profile Information

Profile Name \*

Nature Of Profile \*

Type Of Offer\*

**Note:** The Job Description should contain the following details:

- Mandatory:  
About the company, About the profile, Minimum/Desired Qualifications, Details of bond (if any).
- Optional:  
Detailed compensation details.

Job Location \*

Probable No. of offers to be made \*

Job Description \*

Attach the Job Description

Choose File

No file chosen

PPT Materials

Choose File

No file chosen

Are students required to sign a bond ? \*

☐ Yes ☐ No

Are the students required to undergo any medical tests? \*

☐ Yes ☐ No

#### Selection Process

Group Discussion \*

☐ Yes ☐ No

Mode Of Interview \*

☐ Online ☐ Telephonic ☐ Offline

#### Test Information

Aptitude Test \*

☐ Yes ☐ No

Technical Test \*

☐ Yes ☐ No

Test Requirements \*

Continue



6. If any problems are encountered, please exit and log in afresh.