



Recruiters Portal Registration Guide

Placements 2024-25



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Company Placement Portal Guide

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



OVERVIEW OF OUR INSTITUTE

The Indian Institute of Technology Madras is one of the most reputed institutes for technological education and research in India. Known for its strong relations with the industry, the Institute has always been a favourite destination of recruitment for many firms.

The Placement and Internship Office is the nodal point of contact for companies seeking to establish a fruitful relationship with IIT Madras. As our logo says, "Siddhirbhavati Karmaja" - Success comes through hard work.

[Placement Brochure](#) [Click Here to view brochure](#)



2. Click on New Recruiter and Enter your email address.

New Registration

Enter your email address and create the company profile.

→ Go

Already Registered ? [Click Here](#)

[Click here](#) for the Recruiter Portal Guide

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

The M.S. degree from IIT Madras is considered equivalent to M.E./M.Tech. degrees (please refer to Page-22, Part-III, Sec-4, Sl. No.-9 in AICTE gazetted notification 2016)

3. Fill up the following information.

Company Registration

Kindly read the following terms and conditions before proceeding:

1. The company agrees to abide by the rules stated in the Recruiter's Guidelines & Policies.
2. The company is not allowed to have a direct line of contact with individual students until the day of interviews. This includes phone calls, e-mails and any other means of communication. In cases where the company is required to communicate with the shortlisted candidates directly, it would need to be done with the express permission of the Placement & Internship Office.
3. The company agrees to safeguard the personal data of students obtained through the Placement & Internship Office or its representatives including, but not limited to, name, phone number, e-mail address, gender, age, academic history. In turn, the Placement & Internship Office declares and agrees to keep the recruiter data confidential and use it only for recruitment purposes of all students in the institute.

RECRUITER'S GUIDE & POLICIES DOCUMENT FOR THE 2023-2024 [Click here to download](#)

Company Details (name@company.com)

Name Of Company *

Year Of Inception *

Website *

Type Of Company *

Nature Of Business *

GST / TIN Number *

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

Note: Our Recruiters are important stakeholder of our IIT Madras. The ongoing engagements with recruiters are always valued. The information or collaboration will not be used for any purpose that recruiters would prefer us not to. For the purpose of an important global survey of academic/ employer opinion, the permission would have sought on the portal with contact details of the respondent. Viz., QS Intelligence Unit (QSIU) etc. We get the consent of the recruiters as the impartial responses would contribute to the insight and precision of the survey's outcomes.

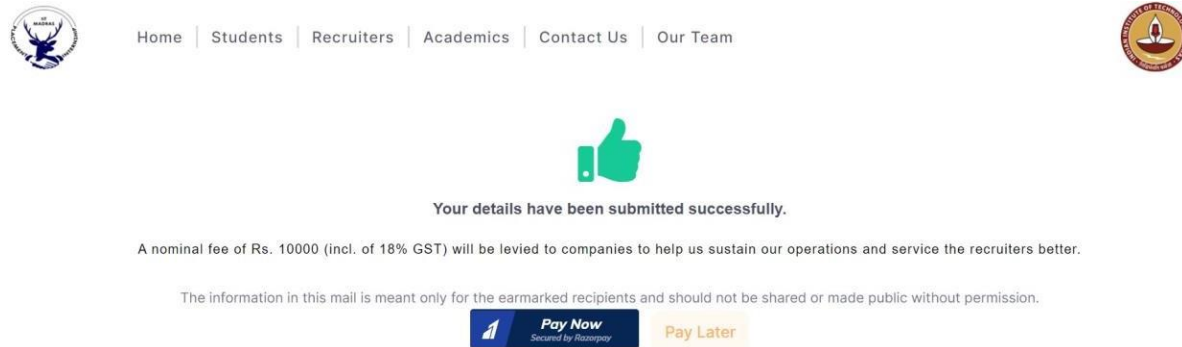
Are you Agree? *

- Yes No

We hereby declare that we have gone through the [Recruiter's Guideline & Policy Document](#) for the 2023-2024 campus placement season of IIT Madras and will follow the guidelines and policies mentioned in the document by letter and spirit.

→ Submit

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



Home | Students | Recruiters | Academics | Contact Us | Our Team

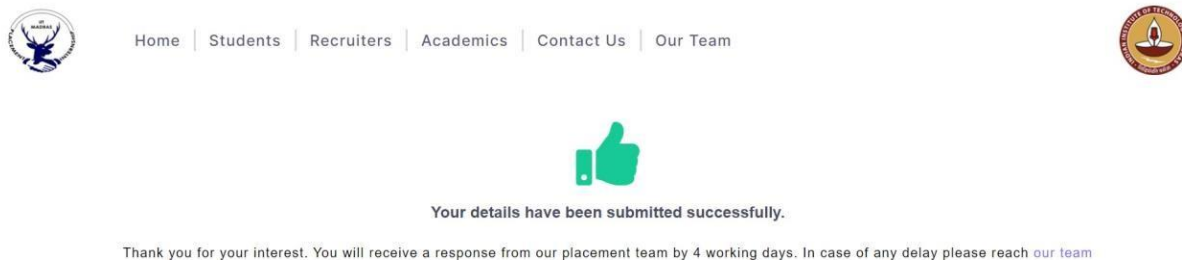
Your details have been submitted successfully.

A nominal fee of Rs. 10000 (incl. of 18% GST) will be levied to companies to help us sustain our operations and service the recruiters better.

The information in this mail is meant only for the earmarked recipients and should not be shared or made public without permission.

[Pay Now](#) Secured by Razorpay [Pay Later](#)

→ 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.

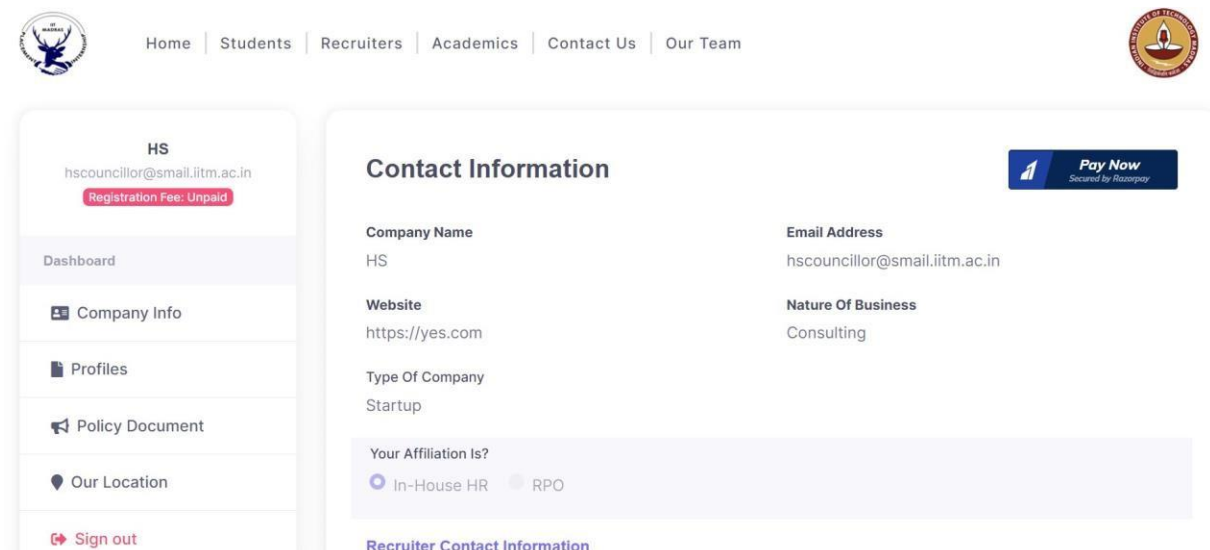


Home | Students | Recruiters | Academics | Contact Us | Our Team

Your details have been submitted successfully.

Thank you for your interest. You will receive a response from our placement team by 4 working days. In case of any delay please reach our team

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.



Home | Students | Recruiters | Academics | Contact Us | Our Team

HS
hscouncillor@small.iitm.ac.in
Registration Fee: Unpaid

Dashboard

- Company Info
- Profiles
- Policy Document
- Our Location
- Sign out

Contact Information

Company Name
HS

Website
https://yes.com

Type Of Company
Startup

Email Address
hscouncillor@small.iitm.ac.in

Nature Of Business
Consulting

Your Affiliation Is?

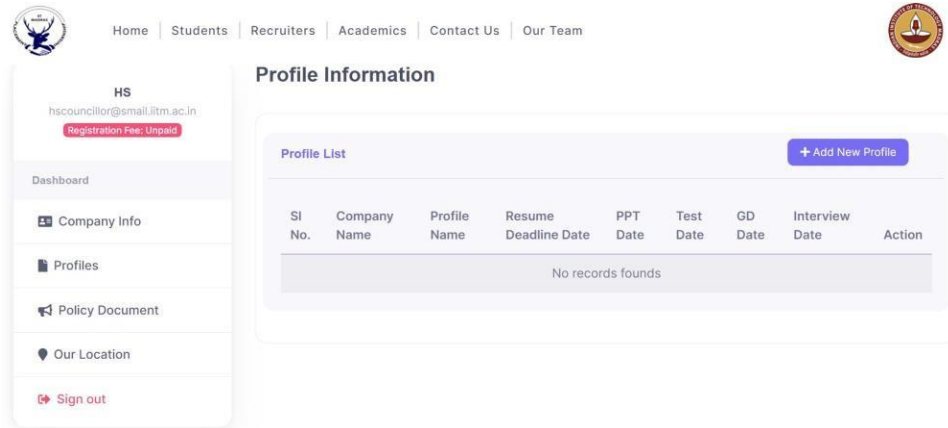
In-House HR RPO

[Recruiter Contact Information](#)

[Pay Now](#) Secured by Razorpay

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.



The screenshot shows the HS dashboard with a navigation menu at the top: Home, Students, Recruiters, Academics, Contact Us, and Our Team. The user is logged in as 'HS' with the email 'hscouncilor@small.itm.ac.in' and a 'Registration Fee: Unpaid' notification. The left sidebar contains menu items: Company Info, Profiles, Policy Document, Our Location, and Sign out. The main content area is titled 'Profile Information' and features a 'Profile List' table with columns: Sl No., Company Name, Profile Name, Resume Deadline Date, PPT Date, Test Date, GD Date, Interview Date, and Action. A '+ Add New Profile' button is located at the top right of the table. The table currently displays '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.