



# Recruiters Portal Registration Guide

## Placements 2025-26



**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:**

- The company agrees to abide by the rules stated in the Recruiter's Guidelines & Policies.
- 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.
- 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.

**To strengthen our collaboration we request our recruiter's kind attention for the following:**

HR and Talent Acquisition teams may find this helpful while interacting for hiring

- Use only official IITM CPC email IDs ([placement@iitm.ac.in](mailto:placement@iitm.ac.in) / [cpc@iitm.ac.in](mailto:cpc@iitm.ac.in)) for all placement/internship-related communications.
- Route all formal communications, such as offers, shortlists, and other major updates, through CPC office, even if student team members are assisting.
- Alert CPC immediately for any clarifications or escalations during interactions.
- Coordinate with the designated student representatives for tests, interviews, and logistics.
- Treat student teams respectfully as part of official CPC operations.
- Maintain strict confidentiality of student and recruitment data.
- Inform CPC immediately, if escalation is required during any student-supported interaction.
- Student lists and resumes, Shortlists, Offers and related documents, intimation on changes, cancellations or updates to be routed through CPC official mails.
- Mark CPC officials in CC on all critical communications where necessary for ensuring transparency.
- Pay attention for timelines and deadlines shared by the CPC office for various placement stages.
- Keep student data confidential and use it only for recruitment purposes.
- Clearly communicate final offer details (role, location, compensation, terms) through CPC only.
- Please avoid directly contacting students for any placement/internship discussions, offers, or negotiations.
- Requests from students for resume sharing, shortlist updates, or scheduling interviews outside CPC channels should not be entertained.
- Withdrawal offers without prior written intimation and approval from the CPC office is not acceptable.
- IITM discourages employment bonds or restrictive agreements that limit career movement of students.
- Without intimating CPC IITM please don't directly connect unauthorized third-party agencies.
- Please route any questions on official degree terminology to the CPC office. We will liaison with the Academic Course sections to clarify these questions.

RECRUITER'S GUIDE & POLICIES DOCUMENT FOR THE 2025-2026 [Click](#)

**Company Details ([test@gmail.com](mailto:test@gmail.com))**

Name Of Company *	Year Of Inception *	Website *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Type Of Company *	Business Nature (Company Sector) *	GST / TIN Number *
<div>Domestic <input type="text"/></div>	<div>Select Nature Of Business <input type="text"/></div>	<input type="text"/>
Select your affiliation *		
<input checked="" type="radio"/> In-House HR <input type="radio"/> RPO (Recruitment process outsourcing) personnel		

**Recruiter Contact Information**

Name Of In-House HR *	Designation *
<input type="text"/>	<input type="text"/>
Mobile *	Alternate Mobile
<input type="text"/>	<input type="text"/>
Email Address *	Alternate Email Address
<div><a href="mailto:test@gmail.com">test@gmail.com</a></div>	<input type="text"/>
Postal Code *	Address *
<input type="text"/>	<input type="text"/>

**Additional Information**

Does your company have an office at IITM Research Park ? *	Are you a registered company in India ? *
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**Note: Students with Disabilities (SWD) | Students With Learning Disabilities (SLD)**

Are you open to hiring SWD / SLD Students? \*

☐ 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.

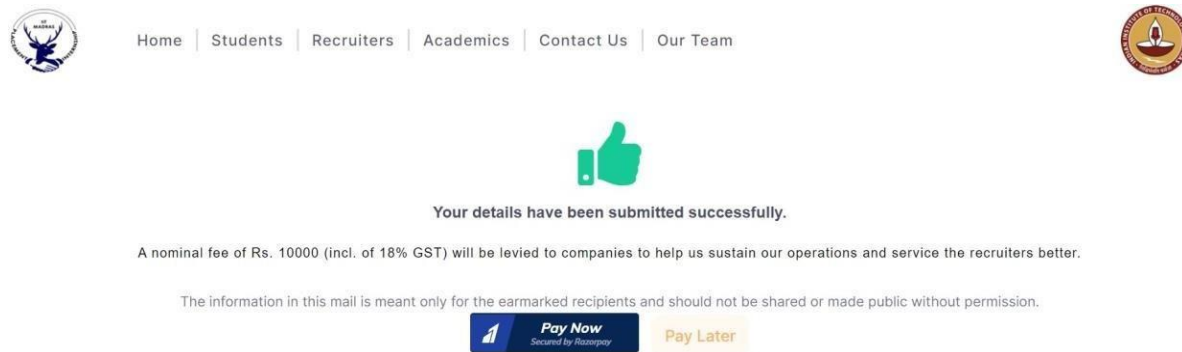
Are you Agree? \*

☐ Yes ☐ No

- We hereby declare that we have gone through the [Recruiter's Guideline & Policy Document](#) for the 2025-2026 campus placement season of IIT Madras and will follow the guidelines and policies mentioned in the document by letter and spirit.
- We agree to route all communications via the IITM Career Pathway Centre only.
- We agree that academic eligibility- CGPA of students to be checked with CPC.
- We confirm no offer will be revoked once issued without prior IITM approval.
- We confirm no deferment of joining dates without IITM consultation.
- We commit to maintaining the same salary and benefits as announced at offer time.
- We agree not to engage in any discriminatory hiring practices.
- We agree to comply with applicable labour laws and data privacy regulations.
- We acknowledge IITM's right to blacklist the company in case of violation of MoU terms.
- We understand that only student communication is non-binding; ALL critical communications should be routed through the CPC office ([placement@iitm.ac.in](mailto:placement@iitm.ac.in) / [cpc@iitm.ac.in](mailto:cpc@iitm.ac.in)) [Shortlist, offer, etc.,]
- All questions regarding official degree certificates/terminology will be check with Academic Courses (via CPC office)

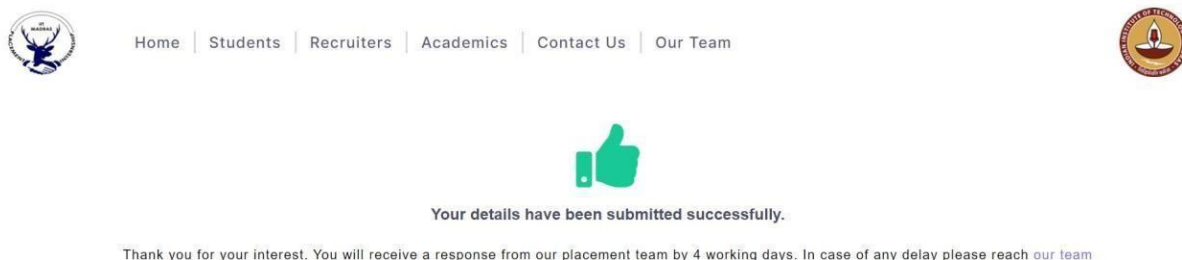
[→ Submit](#)

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



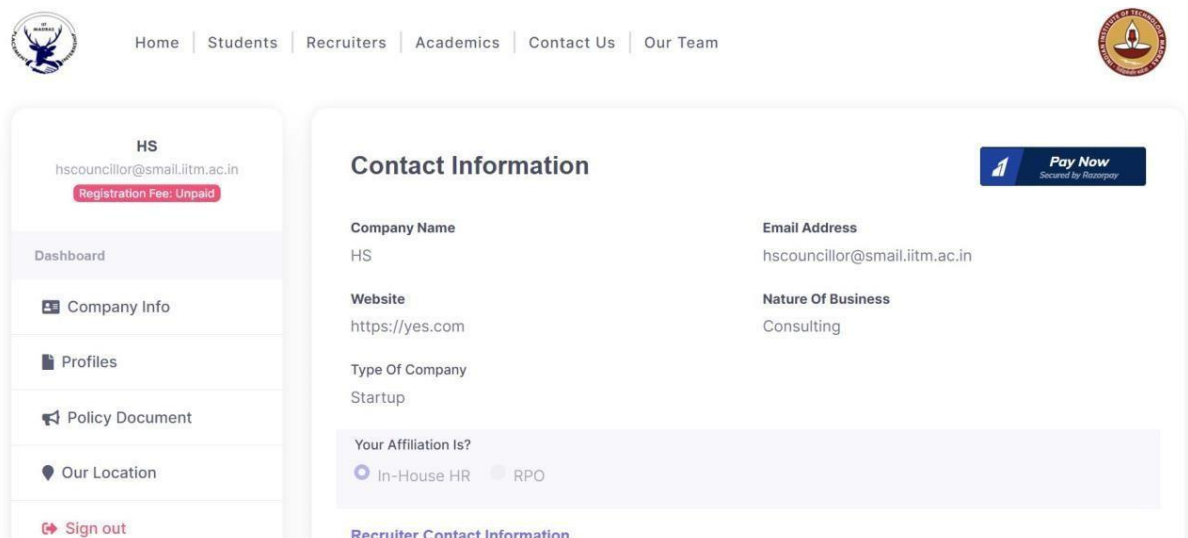
**Click on 'Pay Now' to initiate online payment of the registration fee of Rs 10,000/-**

→ 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.



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



HS  
hscouncilor@gmail.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 \*

Select Nature Of Business

Type Of Offer\*

Select type of offers

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.