



Recruiters' Guidelines and Policies Placements 2026-27



Placement & Internship Cell
INDIAN INSTITUTE OF TECHNOLOGY MADRAS

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Kindly note that the sole purpose of this document is to ensure that all the stakeholders of the process are transparent and operate in good faith. The Placement & Internship Office of IIT Madras reserves the right to change these policies or add new policies with immediate effect under unforeseen circumstances.

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Preface

The Placement Office of IIT Madras along with the Student Placement & Internship Cell headed by the Student Placement & Internship Heads, under the guidance of the Advisors and Dean (Students), strives to provide full-time job opportunities for graduating students of IIT Madras.

This document encloses the policies pertaining to companies wishing to recruit students through the Institute Placements Process. For further details regarding the Placement Process, kindly visit the Institute Placement Portal

We might include the name and publicly available details of your firm in media releases. If this is not desirable, kindly let the office know specifically.

Timeline

Please find below the tentative timeline for Placements 2026-2027:

ACTIVITY	DATE
Student Registrations	August 14th
Company Registration	September 2nd Week Onwards
Pre-Placement Talks	September 15th Onwards
Deadline for PPOs	September 15th
Tests Commence	September 15th Onwards
Interview Dates	December 1 Onwards

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Company & Profile Registration

Registration Procedure

- Company Registration will begin in September for Phase 1 of Placement Season. Interviews will commence in December.
- Companies have to register with the Placement Office by paying a registration fee of ₹10,000 (incl of GST) following the instructions on the Portal. Since our Placement process is self-sustaining by design, this non-refundable amount is charged as a service fee and is fixed for all companies, whether they choose to come on campus or not.
- Post payment, companies should fill the online Employer Registration Form (ERF) with every detail of all profiles to be offered including the Job Description (JD), Compensation Details etc. The JD should contain the details about the profile and the detailed eligibility criteria.
- Using the same account, a company can post multiple job profiles on the Placement Portal. Companies can choose the programs and departments they wish to open each profile to. We encourage companies to open for as many programs as possible to effectively harness our Student pool.
- Each profile will be verified by the Placement Office, and any error or clarification required will be flagged to the company. Post background checks, the profile will be announced to the students.
- In case a change is needed at a later stage, the Placement Office can be emailed for the same.

Allocation of Student PoCs

- A confirmation mail will be sent, and 2 Student PoCs (Primary & Interview) will be assigned as well. These Student PoCs will act as the Points of Contact for the company, and recruiters are requested to discuss the timeline for their recruitment process with the assigned Primary Student PoC.
- The Student PoCs can bring in the pitching requests from other departments and programs. Companies are then requested to consider the possibility of opening the profile to these programs.

Profile Withdrawal

- At any later stage if a profile is withdrawn from the Placement Portal, the Placement Team have to be informed about the same

Resume Screening

Resume Submission

- A Resume Deadline can be set for each profile on the Placement Portal which states a date until when an eligible student can apply for the profile.
- Companies are requested to decide upon a date keeping the Placement Team in the loop.
- Once a deadline has been set, students will be able to apply for the profile via the submission of a resume.
- The resume submitted by students is pre-checked by the Placement Office to verify the authenticity of their Resume points.

Shortlisting

- The Companies should clearly communicate any explicit shortlisting criteria like CGPA, Departments, Programs to the Placement Team.
- Post the deadline, the resumes can be downloaded from the Placement Portal.
- Companies should upload the shortlist on the Placement Recruiters' Portal and also send the shortlist to the Placement Office, clearly mentioning the student roll numbers, while CC'ing the respective Placement Team.

Tests/PPTs

Timeline

- Companies have the option to conduct a Pre-Placement Talk and as part of the selection process conduct a test. The Placement & Internship Team will assist companies in scheduling these events.
- Kindly note that in some extreme cases, conducting a PPT may not be feasible due to various institute restrictions and otherwise, in which case the Placement Team has the full right to disallow the company from conducting one.
- Tests/PPTs can be conducted in the following timings
 - Working Days: 6 PM - 12 AM IST
 - Weekends & Other Holidays: 6 AM - 11 PM IST
- A company will be given a maximum of 1 hour 30 minutes to conduct a test and 1 hour for a PPT.
- Note: Tests and PPTs cannot be conducted on designated Academic Block Days. Companies are requested to coordinate with the Placement Team before scheduling any Test or PPT to ensure compliance with the Institute's academic schedule

Guidelines for Pre Placement Talks (PPTs)

Online

- The platform details and link for the PPT must be shared with the Placement Team at least a day in advance by companies.
- Companies are requested to share the slides or recordings for the usage of students who are unable to attend the same.

Offline

- A venue will be booked inside the IIT Madras campus and the company will be notified of the same.
- The basic digital infrastructure necessary for conducting a PPT such as PA systems, projectors and screens will be provided by the Placement Office.
- Companies are requested to contact the Placement Team for arranging the venue, digital infrastructure and other need

Guidelines for Tests

Online

- The platform details and link for the test must be shared with the Placement Team at least a day in advance by companies.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- If the test platform generates personalized links for candidates, prior consent must be taken from the Placement Team before links are distributed to the candidates directly.
- Companies are requested to arrange helpline numbers that candidates can contact in case they require assistance with the test platform.

Offline

- A venue will be booked inside the IIT Madras campus and the company will be notified of the same.
- Companies are required to send a representative to oversee the conduct of the test and verify student attendance if needed.
- The Placement Team shall try to arrange student volunteers to assist with coordination and invigilation. However, the Placement Team shall not be held responsible for any discrepancies, misconduct, or unforeseen issues arising during the test in the absence of adequate company supervision.
- Companies are requested to contact the Placement Team for arranging the venue, digital infrastructure and other needs.

Group Discussions (GDs)

Timeline

- Companies have the option to conduct GDs as part of the selection process. The Placement Team will assist companies in scheduling these events.
- The structure, duration and nature of GD rounds should be shared with the Placement team at least 2 days before the GDs.

Guidelines for Group Discussions (GDs)

Online

- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- Since candidates might be located in places with unreliable internet connectivity, companies are requested to keep open other avenues to evaluate ones facing technical difficulties.

Offline

- A venue will be booked inside the IIT Madras campus and the company will be notified of the same.
- The basic digital infrastructure necessary for conducting a GD such as PA systems, projectors and screens will be provided by the Placement Office.
- The Placement Team will try to arrange invigilators to proctor the GD if required.
- Companies are requested to contact the Placement Team for arranging the venue, digital infrastructure and other needs.

Shortlisting

- As discussed in the "Resume Screening" section, companies can choose to shortlist students who can appear for the test. It is advisable to share the shortlist with the Placement Office, while CC'ing the respective Placement Team as early as possible to enable students to prepare better.
- The shortlist for further stages (GD/Interview) must be shared with the Placement Office & the Placement Team at least 3 days prior to the scheduled Interview/GD slots.

No Direct Contact Policy

Companies are not allowed to directly contact a student without prior written consent from the Placement Office. In case a company requires interested candidates to fill out a form to collect more details, the same must be informed to the Placement Team.

Mode of Conduct

The exact mode and logistics of the test/PPT will be mutually decided upon based on the guidelines provided by the Placement Team at the time of company registration.

Interviews

Timeline

The IIT Madras Placement Team will schedule the interviews. The mode of conducting the interviews will be mutually decided upon, closer to the interview date(s).

Interview Student PoC

Every company will be assisted by a student team consisting of a Student Interview POC and a few coordinators to conduct the interviews.

Interview Shortlist & Waitlist

The shortlist for the interview process must be shared by the company with the Placement Team as early as possible.

We urge all companies to provide us with extended shortlists from their test results in addition to the main shortlist. It will reflect in the portal as a 'waitlist'. In case candidates on the main shortlist are selected by companies that visited earlier, the backup candidates from the waitlist can be interviewed as per the discretion of the company.

General Rules

All students who have been shortlisted for interviews should be given a fair chance to interview with the company. Kindly make sure there are enough interview panels to accommodate the entire interview shortlist in the allocated time slot. Contact the allocated Student Interview POC or the Placement Office in the case of any doubts.

Any attempt by a company to hold the student with the panel will be met with strict action. Each round is strictly capped at 1 hour. Companies should not engage in holding back candidates against their will or in pressurizing the candidates or negotiating with them about the offer.

Candidate Verification

A company will be provided with the following information for all their applicants:

- Name & Roll Number
- CGPA, Program & Specialisation
- Nationality
- PWD Status (if any)

Mode of Interviews

- The exact mode and logistics of the interviews will be mutually decided upon based on the guidelines provided by the Placement Team at the interview date scheduling.
- All companies are required to fill in the necessary logistics details on the Placement Recruiters Portal at least one week prior to the scheduled process.

Guidelines for Interviews

Online

- The platform details and links for interview panels must be shared with the Placement Team well in advance by companies. The Placement Team will facilitate sharing of links with the students.
- In case the platform requires some additional configuration from the candidates' side, the instructions for the same must be provided at least 2 days in advance by the companies.
- Companies must send interview links to students only through the Placement Team. Links CANNOT be sent to the student directly via email, WhatsApp etc. without the prior consent of the Placement Team.
- In the case that the companies are conducting interviews and GDs with their proprietary solutions, they should give owner rights/ host rights to allocated interview PoC who will add all the shortlisted candidates to the group and help the coordinating PoC from the company's end in managing interviews.
- Companies CANNOT hold students in pre-interview and post-interview waiting rooms.

Offline

- A venue will be booked inside the IIT Madras campus and the company will be notified of the same.
- The basic infrastructure necessary for conducting interviews such as stationery items, internet connectivity and refreshments will be provided by the Placement Office.
- Companies are requested to contact the Placement Team for arranging the necessary things.

Offer Management

Offer Release

- The companies must release offers to candidates only at the end of the selection process, i.e. after every candidate has been interviewed. Companies CANNOT make spot offers.
- The list of offered students must be sent via mail to the Placement Office (placement@iitm.ac.in) while CC'ing the respective Team. All offers (made by the companies) shall be only through the Placement Office.
- Offers must be made in the same slot as the interview process. Offers made in the timings of the following slot will be counted as offers made on the next slot and the Student will be allowed to sit for further Slots.
- Companies are also requested to share a waitlist. In case students on the offer list decline the offer extended, the company will be given an opportunity to extend offers to people on the waitlist at their discretion.
- Please note that you are required to intimate us by mail on the cancellation of the waitlist i.e. no offer/upgrade of the waitlist to offer if any within 24 hours. If this deadline is not met, the waitlisted students getting other offers will be removed from the waitlist.
- If a student receives an offer and is placed on a waitlist by another company within the same slot, they must accept the confirmed offer. As a result, they will be removed from all waitlists.
- Students receiving a final offer in a later slot and a Waitlist in a company recruiting in an earlier slot which is converted into an offer later will necessitate the Students to accept the higher slot offer. This Policy has been initiated to maximize the placed student count.

One Student One Offer

- Each student is eligible to accept at most one placement offer through the process.
- A student is deregistered from the Placement Portal after the slot in which they receive the first offer, and is considered "placed".
- If a student receives multiple offers in a slot, they can accept at most one offer, and the other offers will be considered rejected. The student must inform the Placement Office of their choice, within 12 working hours of the announcement of the results of their first confirmed offer.
- Please note that if a student receives more than one offer by companies visiting on a day and there is a delay in the announcement of results by some companies, the student is bound to accept the company's job offer whose results are declared in time. Hence companies are advised to not delay the release of the offers after all the processes have been completed.

Offer Acceptance

- The students will inform the acceptance of the offer within 24 working hours (on the day following the release of the offer).
- The company shall be intimated of the offer acceptance within three days of the release of the offer.

Offer Letter

- Companies should send out offer letters to the candidates before the end of March 2027. The Placement Office must be informed of the same.
- The Academic Section of IIT Madras will be able to provide graduating students with a
 - No-Dues Certificate - second week of June
 - Provisional Certificate - end of June
- The Convocation will be held sometime in July. Exact dates will be communicated to recruiters in early February enabling you to decide upon a joining date.
- Kindly note that the above dates are tentative.

Pre-Placement Offer (PPO) Policy

Closed PPOs

- A Closed PPO must be accepted or rejected within the stipulated deadline.
- Upon accepting a Closed PPO, the student will not be permitted to sit for the placement process.
- Closed PPOs may be issued by:
 - Companies that offered internships through the on-campus internship process, or
 - Regular recruiters that have extended a PPO through external engagement and communicated the results to the Placement Office via email.
- A Closed PPO may be issued at any time before November 22, 2026.
- Acceptance deadlines:
 - PPOs issued before September 15 → Students must accept/reject within 72 hours of receipt, provided the company agrees to this timeline. If the company does not agree, the company-stipulated deadline will apply.
 - PPOs issued on or after September 15 → Students have 7 days from receiving the PPO email to accept or decline.

Open PPOs

- An Open PPO need not be accepted or rejected until the slot in which the PPO-offering company visits, or has visited, the campus.
- Students holding an Open PPO may register for placements.
- However, they can appear for placements only up to the slot corresponding to the PPO-offering company.
- Example: If a company visiting in Slot 2.1 makes an Open PPO, the student may appear for placements in Slots 1.1, 1.2, and 2.1 only.
- A PPO is classified as an Open PPO only if the company permits the student to continue sitting for placements and explicitly communicates this to the Placement Office.
- An off-campus PPO is considered an Open PPO only if:
 - The company has not notified the Placement Team/Placement Office of the offer, or

- The company does not fall within the ambit of a regular recruiter.

General Conditions

- No PPO may be issued to placed students after November 22, 2026.
- Both the offer of a PPO by a company and its acceptance by a student must be routed through the Placement Office only.
- Once a student accepts a PPO, they will be deregistered from the placement process.

Pre Placement Interviews (PPIs)

A PPI can be offered to a student by any company that wishes to do so.

- If the company registers in the Placement Portal for the current season, the interview will be conducted for the student alongside the other candidates shortlisted for the profile.
- If the company is a regular visitor of the Placement Process but doesn't register with the Placement Office in the current season, interviews can be conducted as per a mutually agreed upon date by the Placement Team and the company. The offer, in this case, is considered a PPO and corresponding rules apply.

Off-Campus Policy

No company should urge or engage in interviewing candidates after they have been deregistered from the Placement Portal as it is against the Off-Campus Policy of IIT Madras.

By registering on the IIT Madras Placement Portal, all companies implicitly agree to adhere to this policy and any diversion from the same would result in the company being deregistered from the Placement Portal with immediate effect and necessary action would be taken against the company and the student

Placement Defection Policy

As stated in the One Student One Offer section, students are considered "placed" and are deregistered from the Placement Portal once they accept an offer. Post accepting an offer, they cannot appear for any of the selection process of another profile.

PSU Recruitment Policy

PSU (Public Sector Undertaking) recruitment processes are expected to be conducted during September, October, and November.

- Companies are requested to share the complete recruitment process, eligibility criteria, selection stages, and tentative schedule in advance with the Placement Office.
- Students registering for PSU opportunities will be informed of the commitment involved and will be expected to attend all stages of the recruitment process communicated by the Placement Office or the recruiting PSU.
- Prior to registration, interested students will be required to sign an acknowledgement form, confirming that they have carefully considered their career choices and are voluntarily opting to

participate in the PSU recruitment process with an understanding of the associated commitments and conditions.

- The Placement Office will take appropriate measures to ensure student participation and adherence to the recruitment process. Absence from any notified stage without prior approval or a valid documented reason will be dealt with in accordance with the Placement and Internship Policy of IIT Madras.
- In exceptional circumstances, an absence may be considered by the Placement Office upon submission of satisfactory documentary evidence.
- Recruiters are requested to coordinate with the Placement Office regarding the recruitment schedule and process requirements to facilitate smooth conduct of the selection process.

The Placement Office remains committed to facilitating a structured and streamlined PSU recruitment process and ensuring that registered students participate with genuine interest and commitment.

Actions Against Offences

Recruiters are requested to keep a note of the measures that will be undertaken in case any of the following happens:

Revoking offers unconditionally

The company will be blacklisted for the next season. If the placements are offered back, they will be demoted to a later slot the following year.

Revoking offers stating students are not eligible as per criteria that weren't mentioned earlier in the JD or written communications with the Placement Team (Background verification and physical tests excluded)

The company will be demoted to a later slot the following year. There will be no consequences if the Placement is offered back.

Any company with a history of frequently revoking offers will be reported to the All IIT Placement Committee (AIPC) for potential blacklisting across all IITs.

Companies not adhering to the JD and the terms & conditions (eg: compensation less than filled in ERF, extending the training period and/ or paying less)

Demotion to a later slot the following year or blacklisting depending upon the significance of the additional terms included.

Offenses not listed here

The penalty will be decided after consulting with the Advisors and the Student Placement & Internship Head