



# Student Portal Registration Guide

## Placements 2024-25



**Placement & Internship Cell**  
**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

# Portal Registration Process

1. Go to [Placements IITM](#) -> Students

**Sign into your account**

Sign in to your account using roll number and password.

Roll Number

Password

**Sign in**

Don't have an account? [Click here](#)

[Click here](#) for Special Case student registration.

Registration Guidebook: [Click here](#)

### INSTRUCTIONS

Students have to pay the Placement fee of Rs. 2000 [ including 18% GST ]

(Note: The Placement Fee for PhD students is Rs. 1350 [including 18% GST])

Kindly go through the Rules and Regulations given below to have a good understanding of the Placement Process.

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

Students and scholars are highly encouraged to participate in [CDC/CDC-R sessions](#), as they are invaluable during your internships and placements. Making good use of this opportunity will not only

2. Below the Sign in option you will be able to see “Don't have an account? Click here”. Click there.

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### 3. Enter your roll number under New Registrations and click go.

**New Registration**

Enter your roll number and create the student profile.

Roll Number

Go

Already Registered ? Click here

[Click here](#) for Special Case student registration.

Registration Guidebook: [Click here](#)

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4. Students whose fee payment is not verified yet will be directed to the following page, where they must upload their transaction details.

**Note:** It might take a while for the payment to get verified and the account to be activated; During this process, every time you try to register, you will be redirected to the payment page. The verification is in progress.

**Student Transaction Information**

Roll Number  
ME21B000

Student Name  
Vignesh

Student Email  
yegneswarrv@gmail.com

Transaction Id \*  
1234567890

Transaction Date \*  
09-07-2024

Transaction Document \*  
Choose File Resume4 (5).pdf

Grade Card \*  
Choose File No file chosen

Add

## Student Registration Fees Payment

All students must pay the fees to register themselves on the portal.

- **Rs.2200** for all students (except PhD scholars)

- **Rs.1500** for PhD scholars

This amount is **non-refundable**. Pay the amount to the following bank account.

Account details (SBI)

Account name:	TRAINING ACCOUNT PLACEMENT OFFICE TRAINING, PLACEMENT AND PUBLIC RELATIONS
Account Number:	30498875711
IFSC Code:	SBIN0001055
MICR:	600002018

- **Please pay only through UPI.** Google Pay or PhonePe is preferred.
- **Transaction Document:** Most UPI applications have a "Share"/"Share Receipt" button to share the transaction document. Use the share button to export the Transaction Document and upload it. Make sure that the Transaction ID is visible.
- **Transaction ID** - This is a 14-digit numeric Value ID. In GPay it is called "UPI Transaction ID". In PhonePe it is called "UTR". Make sure to enter this 14 Digit Number.
- To make a payment on Google Pay, New Payment -> Bank Transfer. To make payment on PhonePe, Money Transfer - To Account.
- Fill in your **roll number as a note** while making a payment for ease of identification.
- If you do not have Google Pay or PhonePe, you can make payments from a friend's account as well.

**If UPI is not working follow the following procedure**

- For **NEFT/IMPS**, login to your bank website/App, you will be asked to add/create payee, create one with

1. Payee Name: TRAINING ACCOUNT PLACEMENT OFFICE TRAINING (If you get a Character Limit then input TRAINING ACCOUNT PLACEMENT),

2. Account number: 30498875711

3. IFSC Code: SBIN0001055.

4. Account Type - Current

- Once a payee has been created, you may have to wait for a specific period in order to start making transactions( for eg: it's 1/2 hr for Axis Bank).
- After the duration, you may select the option to pay/transfer funds. In the proceeding steps, you will be asked to choose the mode of transfer which is either NEFT or IMPS, after which you can make the payment(includes steps like OTP)
- Once the payment is done, you can download the receipt/Challan from the bank website/app and this can be uploaded in the payment document in the Placement Portal.
- The document will have a unique ID called transaction ID/ Reference number or UTR No which is usually the 1st number displayed among all the other infos like Bank Name, amount, Transaction type, etc.
- This unique ID must be entered under Transaction ID in the portal. The payments will be verified in due time after which you may continue to complete your registration.

5. After you have made the payment and uploaded the above documents, it will take some time for the team to do the payment verification. Please wait until then.

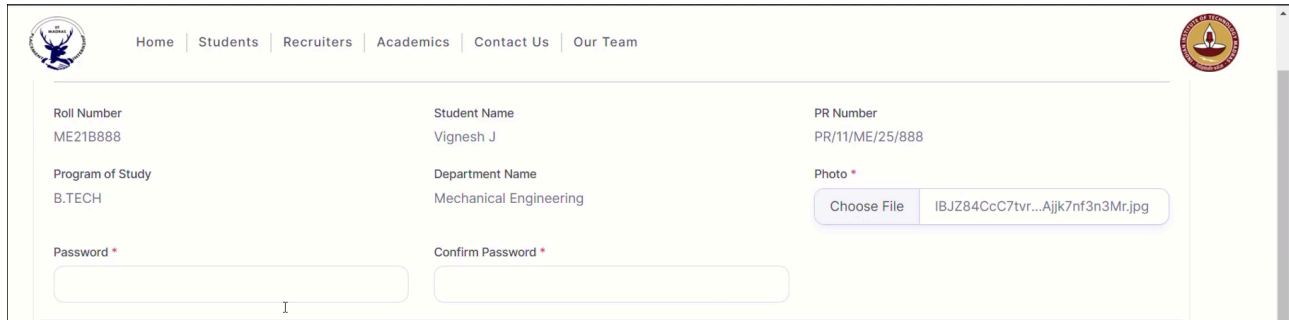
Once your payment is verified, you shall receive a mail from the Placement and Internship Office stating that your account has been **“Activated”**.

However, we advise you to continuously check on the portal. You have to log on the same way with roll no. Earlier you filled in transaction details, if in its place other details have been asked it means **your account has been activated.**

After this go again to step 2 and enter your roll number under New Registrations. Students whose Accounts have been Activated will be directed to the following page to complete their Registration.

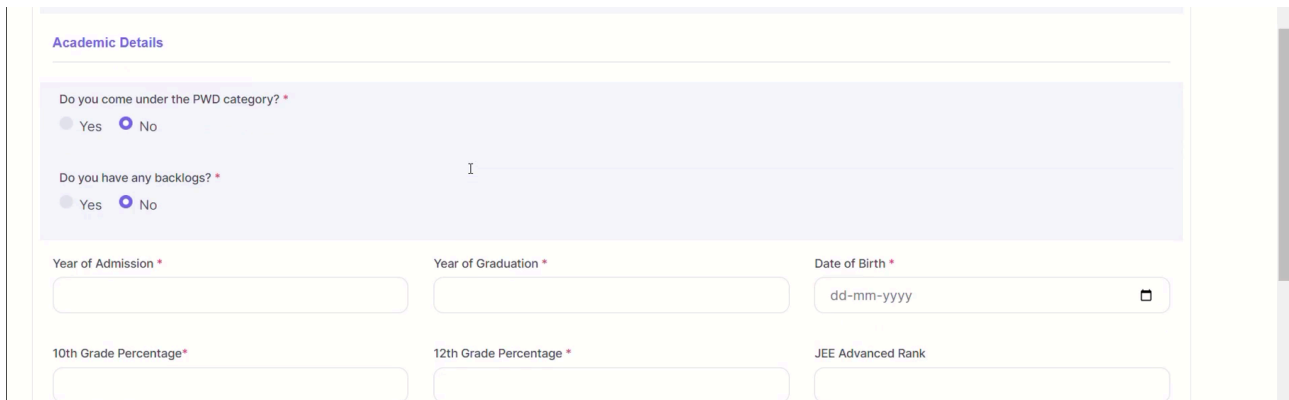
Kindly fill in all the necessary details and click on Submit to complete your Registration.

Note: "Year Of Admission" and "Year Of Graduation" correspond to your current program (The one at IIT-Madras)



This screenshot shows the top portion of a registration form. It includes a navigation bar with links for Home, Students, Recruiters, Academics, Contact Us, and Our Team. The form fields are as follows:

Roll Number ME21B888	Student Name Vignesh J	PR Number PR/11/ME/25/888
Program of Study B.TECH	Department Name Mechanical Engineering	Photo * Choose File IBJZ84CcC7tr...Ajik7nf3n3Mr.jpg
Password *	Confirm Password *	

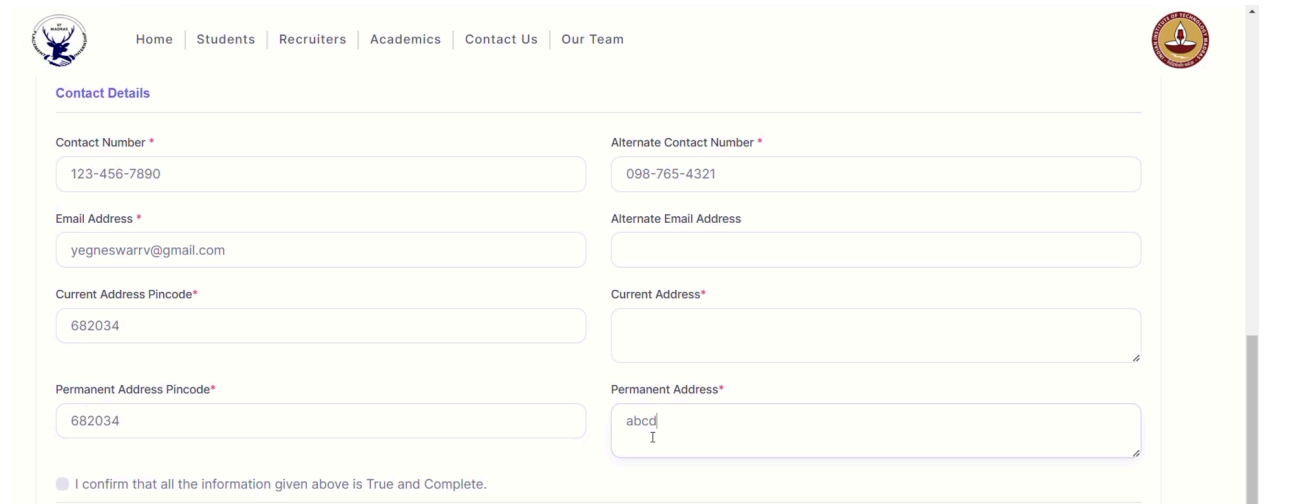


This screenshot shows the "Academic Details" section of the registration form. It includes the following fields:

Do you come under the PWD category? \*  
 Yes  No

Do you have any backlogs? \*  
 Yes  No

Year of Admission *	Year of Graduation *	Date of Birth * dd-mm-yyyy
10th Grade Percentage*	12th Grade Percentage *	JEE Advanced Rank

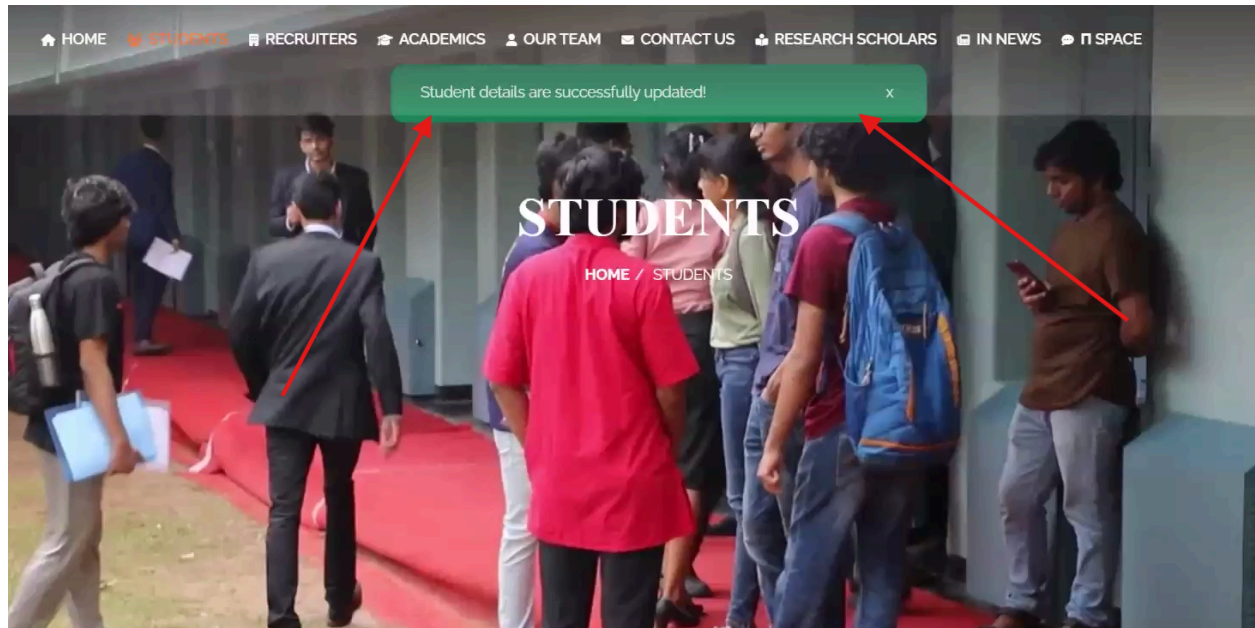


This screenshot shows the "Contact Details" section of the registration form. It includes the following fields:

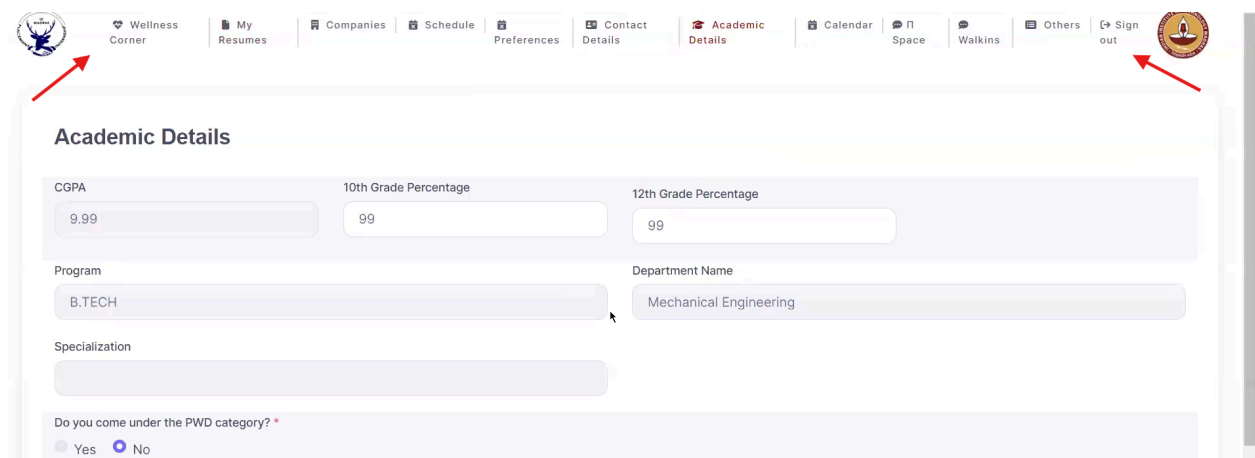
Contact Number * 123-456-7890	Alternate Contact Number * 098-765-4321
Email Address * yegneswarrv@gmail.com	Alternate Email Address
Current Address Pincode* 682034	Current Address*
Permanent Address Pincode* 682034	Permanent Address* abcd I

I confirm that all the information given above is True and Complete.

6. Once the registration is completed, you will be able to see this popup.

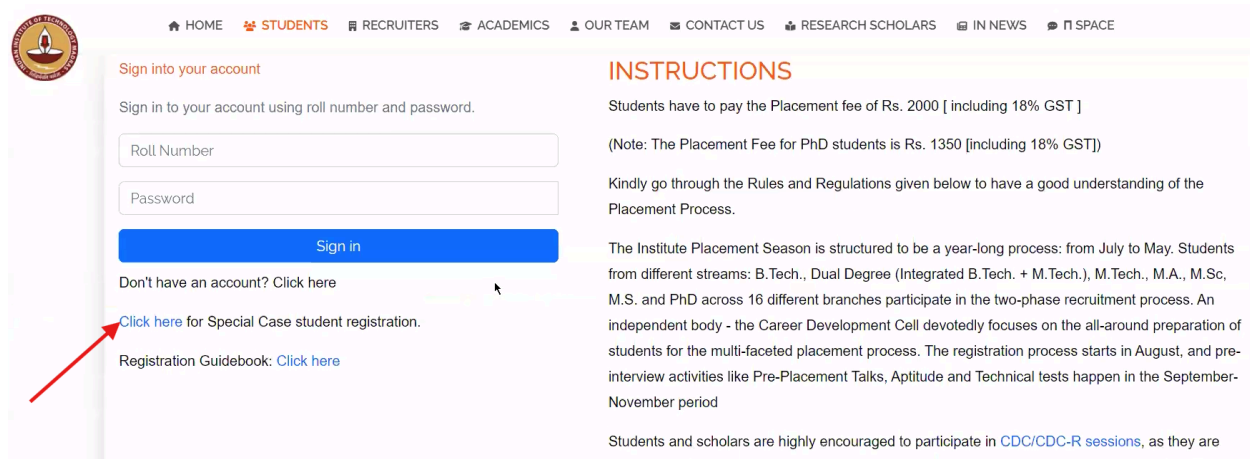


7. Now students may log in through 'Already registered'. Enter your login credentials and click on 'Sign in'. Now you can explore various menus on the portal



# Special Case Students

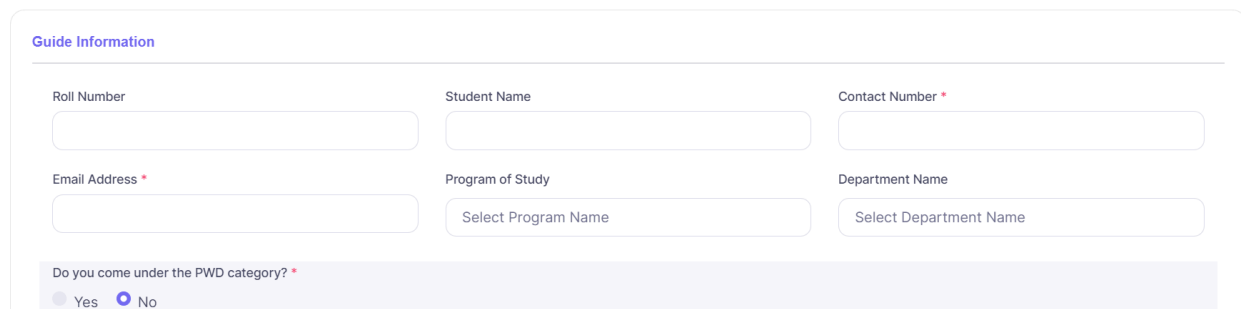
1. Go to [Placements IITM](#) -> Students



The screenshot shows the IITM Placements website. The navigation bar includes links for HOME, STUDENTS, RECRUITERS, ACADEMICS, OUR TEAM, CONTACT US, RESEARCH SCHOLARS, IN NEWS, and SPACE. The main content area is divided into two sections: 'Sign into your account' and 'INSTRUCTIONS'. The 'Sign into your account' section has a sign-in form with fields for Roll Number and Password, a 'Sign in' button, and links for 'Don't have an account? Click here' and 'Click here for Special Case student registration.' A red arrow points to the 'Click here for Special Case student registration.' link. The 'INSTRUCTIONS' section provides details about the placement fee (Rs. 2000 for B.Tech. students, Rs. 1350 for PhD students) and the registration process, including the placement season (July to May) and the Career Development Cell's role.

2. Fill in your details

## Special Case Student Registration



The screenshot shows the 'Special Case Student Registration' form. The form is titled 'Guide Information' and contains the following fields:

- Roll Number
- Student Name
- Contact Number \*
- Email Address \*
- Program of Study (Select Program Name)
- Department Name (Select Department Name)
- Do you come under the PWD category? \* (Yes/No radio buttons, with 'No' selected)

3. Fill your case. If your case is not among these, fill it in **“other”** section.



Special Case Options \*

- A student who deferred placements in the past academic year with valid permission and did not appear in any placement test or PPT in the past academic year.
- A student who deferred placements in the past academic year after having appeared in test(s) and/or PPT(s).
- A student on Academic Extension and did not appear for Placements before.
- A student who appeared for interviews from Phase 1 in the past academic year and did not get a job offer.
- A student who registered and appeared only for Phase 2 in the past academic year and did not get a job offer.
- A student who appeared in Test/PPTs/Interviews for Phase 1, did not get a job offer and couldn't participate for phase 2 due to medical reasons.
- A student who appeared for interviews in the past academic year and lost an offer received in Slots 1-4.
- A student who appeared for interviews in the past academic year and lost an offer received from Slot 5 onward in Phase 1 and all of Phase 2.
- A student who received and accepted a PPO in the past academic year and the offer was withdrawn by the company.
- A DD/ IDDD student who chooses to sit for placements after reverting their degree to a B.Tech (wherever applicable)

Other (Additional remarks or reason not pertaining to the above list)

4. Submit your supporting documents and you will be activated when we verify your case.

Upload File (Supporting documents - optional) Gender \*

Male  Female

## Resume Upload and Verification

1. Resumes must be uploaded in the 'Resume' section of the portal. You will be able to submit 1 Master Resume and up to 5 Fixed Resumes.

Sign into your account

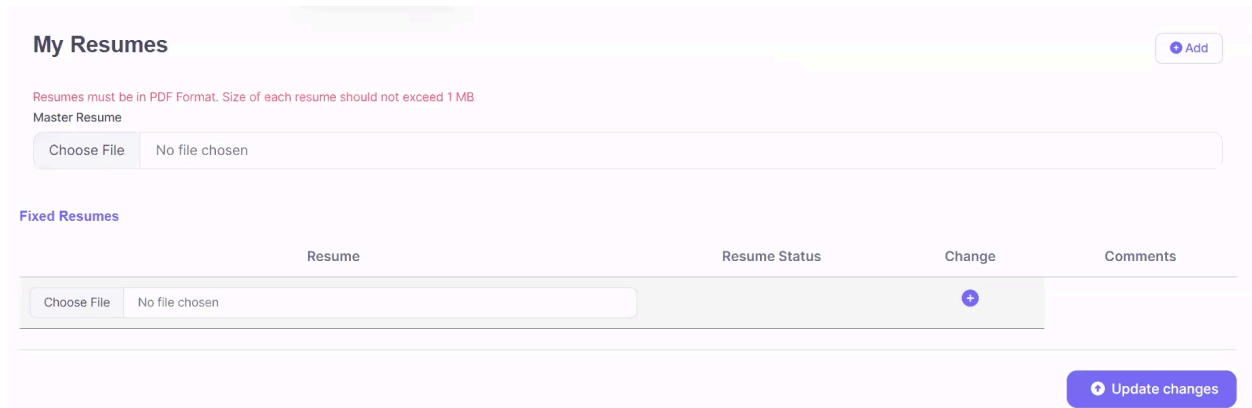
Sign in to your account using roll number and password.

✓

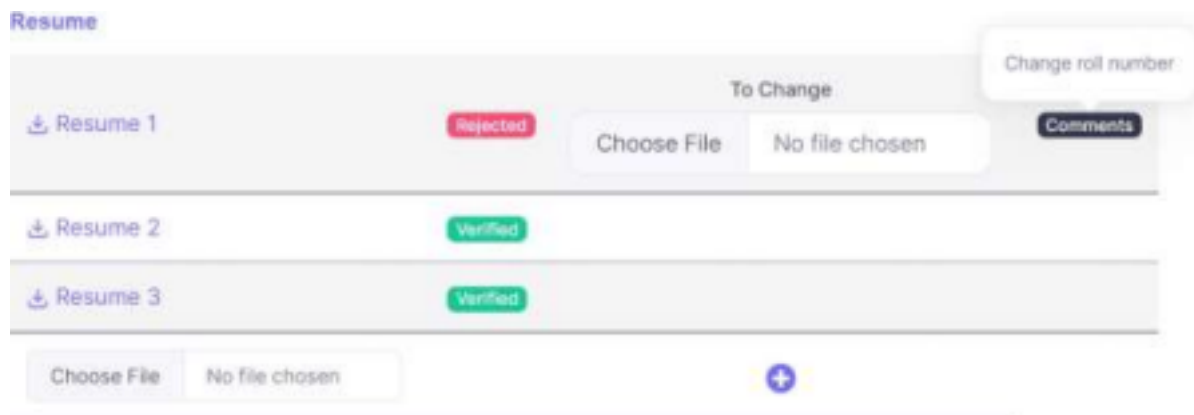
✓

Don't have an account? [Click here](#)

2. Verified resumes will be indicated in the section.



3. The comments by verifiers for rejected resumes can be viewed by hovering over 'Comments'.



**If any technical issues are encountered, please do not panic. Flag them with your department team and they will be resolved at the earliest.**