



PLACEMENT/INTERNSHIP PROCEDURE

This procedure is valid for job and internship placements through the Career Development Centre (CDC) - IIT Palakkad.

1. The Placement/Internship season of IIT Palakkad begins in August and continues till May.
2. All relevant information and the placement timeline will be sent to the recruiters along with the invitations by CDC. Interested recruiters can contact CDC directly by sending a brief email [tpo@iitpkd.ac.in] elucidating their details.
3. Individual login credentials will be allotted to all the registered recruiters for their accounts. The website is an interactive portal of job opportunities.
4. The recruiters will fill out a Job Profile form containing details of the job/Internship and the offer using their online account.
5. According to the standards set and the eligibility criteria quantified by the recruiter, interested and eligible students should convey their willingness to appear for the recruitment process of a company by applying for the job/ internship online. The details of the students who have applied will be available to the organisation for downloading or viewing through the CDC account, after verification by the CDC.
6. Recruiters will shortlist the potential candidates and also maintain a waitlist of student candidates who can be interviewed in the event of non-availability of any shortlisted candidates who have not been through the recruiting process.
7. Pre-placement talks, tests and personal interviews for the students, organised and conducted by the recruiters, will be scheduled by CDC.
8. Recruiters will conduct the tests and/or interviews according to their recruitment process by visiting the campus/a suitable venue or in an online mode proposed by IIT Palakkad on the allotted date(s).
9. It is obligatory that the company/recruiter share the final list of selected candidates only with the CDC.