Portal Registration Guide
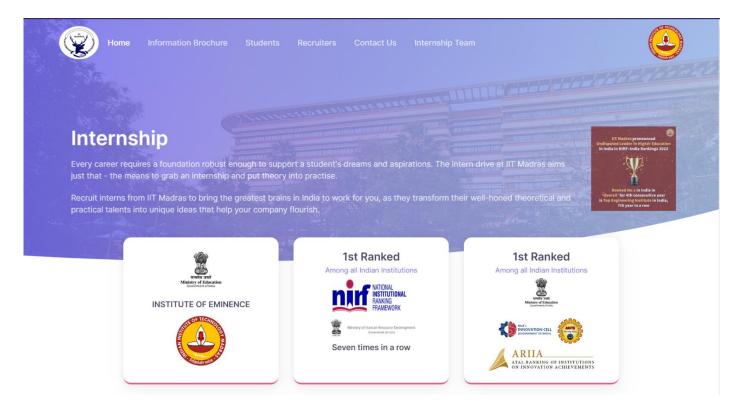
Internships 2023-24

Placement & Internship Cell

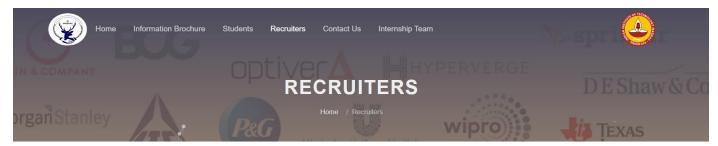**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

Company Internship Portal Guide

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

2. Kindly read the guidelines and instructions and select **Next**

The Internship Recruitment Process consists of the following steps

- Registration on portal.
- Internship Registration Form (IRF) - should be filled out once for each profile.
- Companies are encouraged to conduct a Pre-Placement Talk (PPT) for students to get to know about the company.
- Announcement of profile to students - Please note that Profile announcement will only happen after the completion of IRF.
- Interested students apply for the profile on the portal.
- Shortlisting processes such as Tests / GDs / Interviews can be conducted. Shortlist containing the name and roll number of selected students should be sent to the Placement and Internship Office.
- Acceptance / Rejection of the offer by the students is shared by the Placement and Internship Office to the company.
- Official offer letters are to be sent to the Placement and Internship Office at least 30 days before the commencement of the internship.

After submitting the IRF, you will not be able to modify the details of the IRF. For modifications after the submission, reach out to the Internship Office at internship@.iitm.ac.in.

Next

3.   Enter your email address.

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

New Registration

Enter your email address and create the company profile.

Email Address

→ Go

Already Registered ? Click Here

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

4. Fill up the following information and click **Submit**

Company Registration

Company Information (company@gmail.com)

Name Of Company *

Year Of Inception *

Website *

Type Of Company *

Startup ⌄

Nature Of Business *

Select Nature Of Business

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 *

company@mail.com

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

☑ We hereby declare that we have gone through the Recruiter's Guideline & Policy Document for the 2023-24 campus internship 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.

→ 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.

Your details have been submitted successfully.

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

5. 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.

Company Name
mm20b032@smail.iitm.ac.in

Dashboard

- Company Details
- Job Profiles
- Policy Document
- Sign out

Contact Information

We would like to bring to your kind attention the data on the candidates such as list of students registered with email id, Resumes and etc., can be viewed and obtained as download by the recruiter from the portal
[Click : Job Profiles → Registrations → Download excel].
Hope you would appreciate that the login and credentials provided to the recruiters are to have a protected intact data from end to end. Please note that the same credentials are valid for accessing all these details as and when required by the company. We invite you to get the data from the above as mentioned to know the update.

Company Name
Company Name

Email Address
mm20b032@smail.iitm.ac.in

Website
https://iitm.ac.in

Nature Of Business
Education

Type Of Company
Startup

Your Affiliation Is?
● In-House HR   ○ RPO

Recruiter Contact Information

Name Of In-House HR *

HR Name

Designation *

HR

6. Profile details can be added from the **Job 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

Company Name
mm20b032@smail.iitm.ac.in

Dashboard

📇 Company Details

📄 Job Profiles

📢 Policy Document

[→ Sign out

Profile Information

Profile List							+ Add New Profile

Search

SI No.	Profile Name ⬍	Status	Resume Deadline ⬍	PPT ⬍	Test ⬍	Action	Registered
			No records founds				

Showing 1 to 1 of 1 rows

Add Profile Information

Profile Name *

Nature Of Profile *

Select Nature Of Business

Type Of Offer*

Select type of offers

Type of Internship*

Select type of internship

Total Duration* In Weeks

Mode of Internships (tentatively)*

Select mode of internship

Probable No. of offers to be made *

Note: * Kindly attach JD pdf (< 1 MB) or fill out the text field

Attach the Job Description

Choose File	No file chosen

Job Description *

PPT Materials

| Choose File | No file chosen |

Are the students required to undergo any medical tests? *

○ Yes ○ No

Selection Process

Group Discussion *

○ Yes ○ No

Mode Of Interview *

○ Online ○ Hybrid ○ Offline

Test Information

Test Requirements *

Special Requirements, if any?

→ Continue

7. If any problems are encountered, please exit and log in afresh.