

CAREER DEVELOPMENT CENTRE IIT KHARAGPUR

Sub: Procedure for availing placement facilities – Registration process

CDC office invites all the students who are graduating in this academic year, to enroll on ERP to avail the placement facility organized by CDC.

In order to avail this facility, students are required to register through their ERP login under the CDC tab. Students are required to complete the profile within the deadline.

Registration start date: As notified by CDC

Registration closing date: As notified by CDC

Please note that the Pre Placement Talks will start from (as notified by CDC) and the notices for all the schedules will be available on the Notice board hosted at CDC website. Students will be able to view the list of companies for which they are eligible and the schedules as and when the registration process is completed.

Students are also advised to upload the scanned copies of the documents in order to authenticate your academic and non-academic achievements. Such data will be verified by CDC. Please note that these documents will be available to the companies and any kind of misrepresentation of facts will lead to a severe disciplinary action against such candidates.

Please read the guidelines and suggestions carefully before filling up your profile. You are advised to keep necessary information ready before filling up your profile. All data will be frozen after the deadline and no changes will be allowed beyond the deadline.

Chairperson, CDC

Guidelines for participating in placement process

All the students must abide by the rules and regulations mentioned below. Students found violating these guidelines will be deregistered from the placement process.

1. Eligibility for Placement

- UG & PG: probable degree recipients in the convocation as certified by the Academic Section.
- MS/PhD. those who have submitted the synopsis/ going to submit by January .(Contact CDC for more details)

2. Registration

- Keep necessary details ready to fill the profile (as shown in the Annexure-I)
- One can build three different CVs by choosing desired items as per their choice. Once all the three CVs are built and frozen, no further changes can be made.
- Only registered students will be able to take part in the further process. All other students will be treated as Not Interested/Off-Campus/Non-CDC track. We encourage such students to inform their placement status to CDC for records.
- Mere registering will not be enough for consideration of your candidature in any organisation. For each organisational requirement, one has to apply separately depending on the eligibility set by a company.

3. Applying for an organisation

- After successful registration, the student can view the eligible companies list to apply.
- Once a student applies to a company, the student agrees to the terms and conditions mentioned by the corresponding company and CDC will agree to take part in the complete process.
- Any student not registering in Phase II shall be treated as placed.
- Once applied, a student can withdraw from a specific company only till the last date of CV submission for that company.
- Once applied to a company, no withdrawal is permitted beyond the CV submission deadline.

4. Selection

- Once offered, the student has to accept the offer within the deadline failing which the offer stands canceled. Further the student will be treated as placed.
- If any student has multiple offers on a single day/slot, such student has to choose one offer within the specified deadline.
- A candidate once selected, will not be able to apply and take part in further placement process.

5. Some important Points

- It is advisable to attend the PPT for all eligible companies.
- It is mandatory to attend the PPTs for all the companies where a student has applied.
- One can add/modify additional information only during the re-registration process.(i.e. placement during Phase-II (January – April).
- All the information pertaining to various procedures and updates will be published in your CDC access at ERP only.
- No personal calls or emails from CDC will be made to keep you updated.
- The deadlines are strict and no request for any extension will be entertained by CDC under any circumstance.
- No CV will be accepted by CDC through email or in person unless otherwise informed.
- Any information mentioned by a candidate along with a documentary proof uploaded will be placed under “Certified Data “after due verification.
- Any information either is not passed the verification or no documentary proof uploaded will be placed under “Not Certified Data”.
- Relevant data will be accessible to the company and hence in case of any misrepresentation of information by any candidate, such candidate will be de-registered from placement immediately and also would invite severe disciplinary action.

Follow Annexure-I to learn about registration process.

Annexure-I

Student CDC Manual for Placement process

Login

1. To view the CDC access, you need to login to ERP portal with your login details.

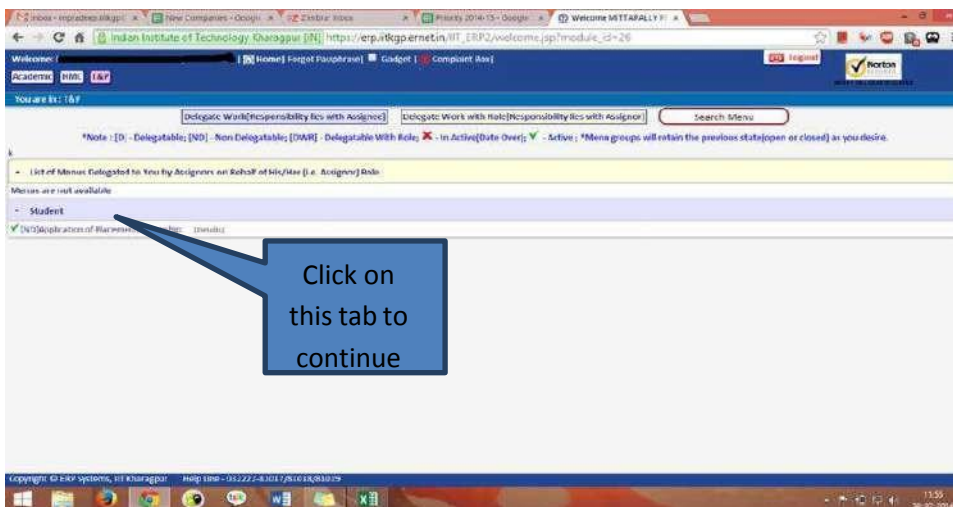


Registering

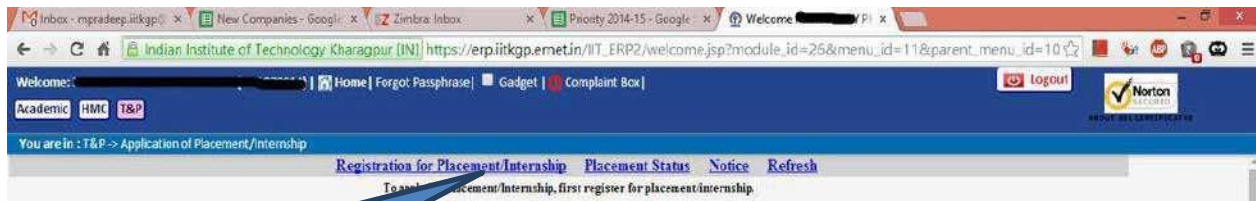
2. Click on the CDC Tab



3. Upon clicking, the following screen appears
Click on "Application of Placement/Internship" option

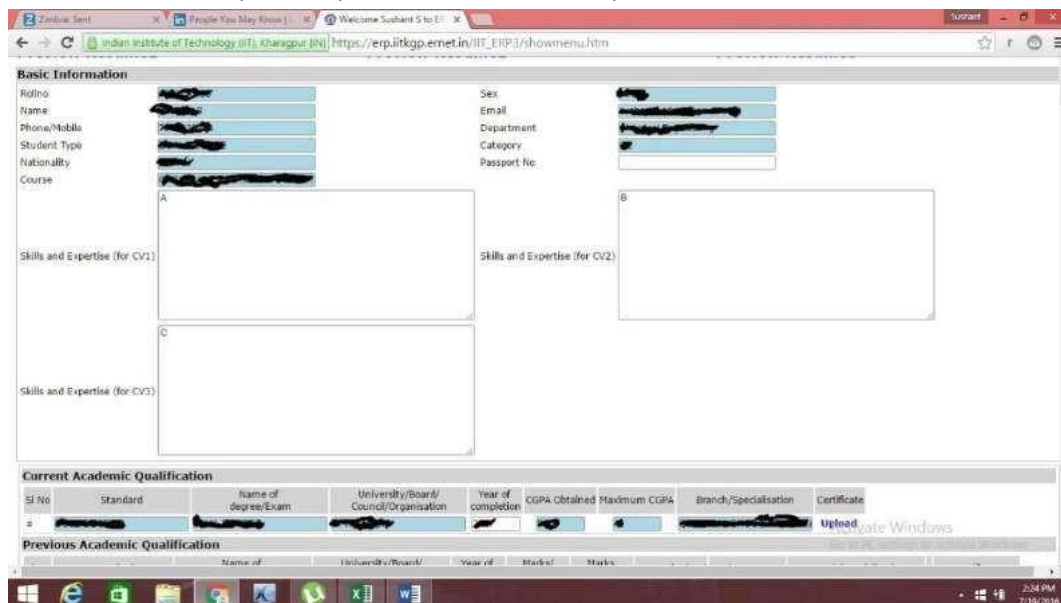


4. Click on “Registration/ Update Profile for Placement “to register and to provide your information



Click on this tab to register and enter your details

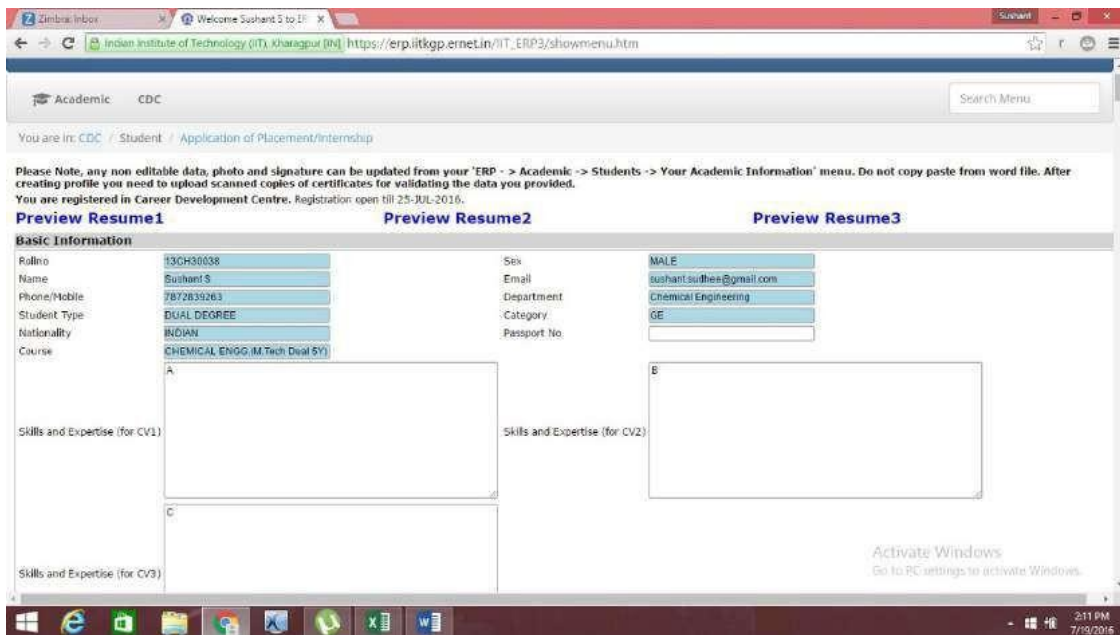
5. You will have to provide your information and upload relevant documents.



You can upload your certificates in this form.

6. One can choose the information that is to be displayed in each of the three CVs.

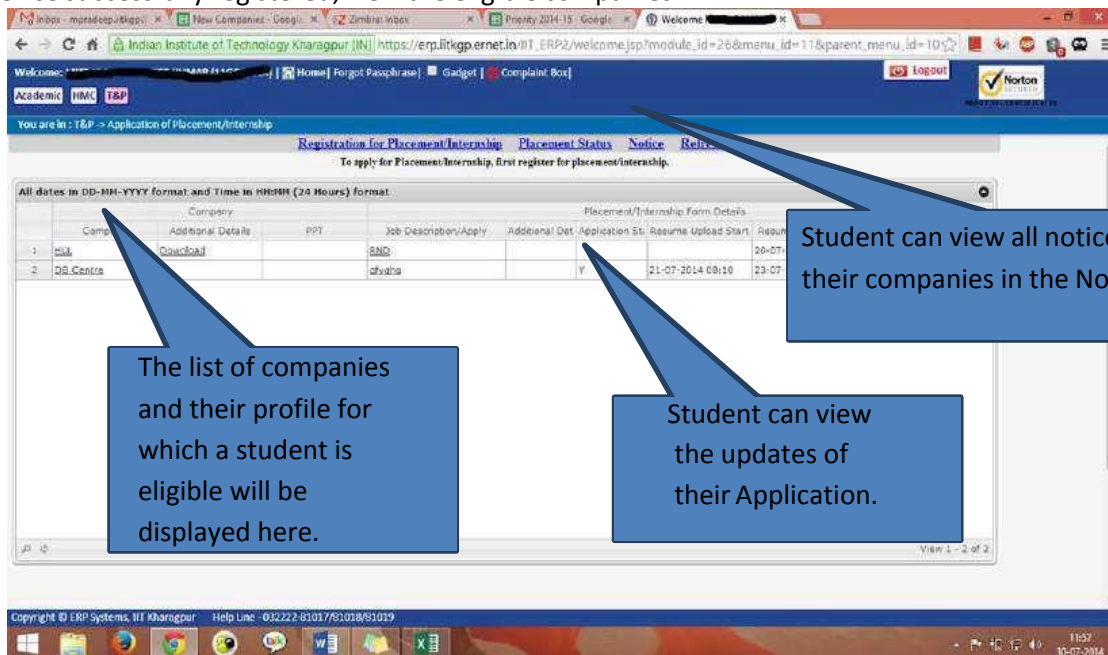
- Once the form is completed, click on "Update Profile". CV preview option can be exercised on top of the section as shown–



- One cannot update any profile or CV once the last date of registration is over. However, any updates in your profile can be made once the re-registration starts during phase II for the students who are still not placed.

Applying for any company

Once successfully registered, view the eligible companies.



It is recommended to update the contact details, profile picture before completing the registration for Internship /placement.

Important Information

Every student is advised to create **THREE CVs** and use appropriately.

Annexure- II

Suggestions on CV creation

- Use concise and short statements
- Avoid unnecessary details
- Provide only those details which you can backup with appropriate evidence –use your course credentials, work experience, interests and achievements for evidence
- Provide evidences of your skills
- Never exaggerate or lie
- Make it clear, concise and to the point
- Do not use “CAPITAL LETTERS” for description
- Double check your spelling and grammar
- Use persuasive and positive language
- For using bullet points please copy the bullet points from a word document. While copying please maintain the alignment.

Note on calculating percentage marks in class X and class XII:

Please stick to the rule provided by the respective boards. Also upload the page where such rules are printed. These are typically printed on the back side of the marks sheet. If no such rule is printed, please upload a document indicating how you have calculated.

FAQs

1. What is the significance of CV1, CV2 and CV3?

Students can exercise the option of submitting any of the three auto-generated CVs by ERP when applying to a particular company. Students can also choose to show a particular internship /skill in the respective CVs to come up with three best options, any one of which could be used depending upon the profile applying for.

2. How to modify each of the CVs to display different skills/internships in them?

Academic Achievements/Certification/Internship/Training (first one first)							
Sl No	Type	Overview	Details	Show in CV1	Show in CV2	Show in CV3	Upload Certificate
1	Select			Y	Y	Y	Upload
2	Select			Y	Y	Y	Upload / Delete
3	Select			Y	Y	Y	Upload / Delete
4	Select			Y	Y	Y	Upload / Delete

The option “Show in CV1” can be changed to Y/N signifying if one wants to display the particular Academic Achievements /Certification /etc. in CV1- preview or not.

The image shows three text input areas for entering skills and expertise. The first two are for CV1 and CV2, and the third is for CV3. Each area is a large rectangular box with a label 'Skills and Expertise (for CV1)', 'Skills and Expertise (for CV2)', and 'Skills and Expertise (for CV3)' respectively.

One can mention various skills appropriate to different CVs in the respective text areas

3. Can we update the profile once “Create Profile” option is exercised?

Create profile option can be used to generate the previews of the CV, however one can still edit the details after generating the CVs till the registration date is open using the “Update Profile” option.

4. What do I do if I do not have any content for a particular section (eg.Publications /Research Papers/ etc.)

In case you don't fill up anything in a particular section (which is not compulsory), that section would not appear on your CV preview.

5. How do I upload certificates supporting the facts stated in the CV for verification?

Once a profile is created, the “Upload/Upload Certificate” option is activated and can be used to upload the supporting documents in a .pdf format which will be verified hence forth.

Best Wishes for a Successful Placement

CDC Team