



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus
Placement Unit

Placement Policy for Recruiting Companies

AY 2024-25

Dear Valued Partner,

It is a pleasure to see your interest in hiring students from BITS Pilani, Goa campus. We hope to meet your expectations both in terms of student quality, the overall hiring process and experience. We, at BITS, assign considerable importance to the Placement Process and extend all support to facilitate a match between recruiter expectations and student aspirations, we strive to ensure that the recruitment process runs smoothly and all visiting companies have a successful placement drive.

We have mentioned below the important points of the Placement Policy of BITS, Goa for the AY 2024-25. We request you to please read the following points carefully, and also ensure that your recruiting team is aware of these points.

A. Placement Guidelines

1. All visiting companies are requested to mark all placement related communications to placement@goa.bits-pilani.ac.in.
2. All companies are requested to share with the Placement Unit, a detailed description of the recruitment process they intend to conduct- the number of selection rounds, activities of each round (online tests, interviews, GD, etc.), estimated duration of each round and any other important information. However, this can vary from company to company. The schedule for all the activities pertaining to recruitment, as informed by the Placement Team, should be strictly followed.
3. Each student may secure a maximum of two jobs pertaining to the Dream Job category. However, there are certain conditions (applicable only for full-time hiring);
 - I. Students having a Dream Job* in hand are exempted from further participation in the placement process with the exception of the case of a Fantasy Job** company, as explained in point II, below.
 - II. Occasionally (once or twice a year), the higher management at the University may deem a company as a Fantasy company. For such companies, students may appear irrespective of whether they have



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus

Placement Unit

been placed earlier in a Dream Job or not. If selected, the choice of which company to join rests with the student and such cases will be notified to you.

*Dream Job: The Placement Unit decides the nature of the job based on the Brand value and the CTC offered by the organization.

**Fantasy Job: All international companies and some of the exceptional organizations based on the brand value, CTC and role offered are categorized as Fantasy Jobs as decided by the Placement Unit time to time

B. The Recruitment Process:

1. On any given day, there will be a maximum of four companies conducting their recruitment process simultaneously and each company will be informed beforehand about their timings and the other company participating in the same day. We will try our best to ensure there is no clash in timings in the activities of all companies.
2. We will be scheduling tests and PPTs for all the companies beforehand to ensure a smooth process on campus. Thus we request all companies to finish their test before their visit and only the PPT will be conducted on the day of their visit. We request all companies to finish their interview process by 5:00 pm, because the evening is scheduled for the next day's PPT's. This will give some time to the students to prepare and rest to perform well for the next day.
3. It is mandatory for all the students shortlisted in the first round of a particular company to appear for its second round, shortlisted students of the second round to appear for the third round and so on. This will ensure all companies will have access to all the shortlisted students.
4. Every company will be assured of four cubicles/interview rooms. They are advised to plan the number of panel members they intend to bring to the campus accordingly.
5. **We would like to host all companies on campus in an offline manner; however incase this is not possible, we can conduct the hiring process in a hybrid/completely online mode (Refer below)**
6. For Virtual Recruitment:
 - I. The company needs to share their logistical requirements (specific software, preferred platforms, proctored tests, etc.) if any, with the Campus Placement Team well in advance so that the Team can make provisions accordingly.



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus

Placement Unit

- II. If a student reports internet/power failure, the final decision will rest in the organization's hands. However, we request all organizations to be considerate for genuine cases on the request of the Campus Placement Team. We suggest all organizations to consider these issues while planning their recruitment processes and consider conducting two tests, telephonic interviews, etc.
7. BITS Goa has a strict policy against any form of cheating or plagiarism. We will do our best to prevent such malpractices. However, if any such case arises, organizations should report them to the Placement Unit immediately, and the students in question will face severe consequences in accordance with our student guidelines.
8. On completion of all rounds, all companies have to submit 2 lists to the Placement Unit-
 - a. Confirmed Offers - A list of candidates they wish to extend an offer letter to, and
 - b. Waitlisted Offers - A ranked list of waitlisted candidates; If a student from the prior list receives multiple offers and decides to join another company, the company must select candidates from the waitlist according to the ranking to meet their numbers.
9. Recruiting companies are requested NOT to involve anybody from the institute in the decision-making process while either shortlisting or selecting candidates.
10. All job offers are to be made through the Placement Office only. The acceptance letters of students selected by the company will also be sent through the Placement Office.
11. In a number of cases, we will be forwarding student resumes to you beforehand. However, some of the students shortlisted by you in the resume shortlist round may get placed before your allotted recruitment slot. Hence, we request you to keep an extended shortlist of students to compensate for such occurrences.

C. Students Joining Status:

Apart from this, students may also decide to pursue higher studies, go for entrepreneurship, may get a PPO as part of their internships, or may get a job through an off-campus process without the knowledge/participation of the Placement Unit. As the Placement Unit, we will do our best to ensure that students give you a notification well in advance in case of a change in plans, but are not in a position to force a student to take up an offer with you or notify you in advance.



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus

Placement Unit

D. Pre-Placement Offers (PPOs):

All On-Campus Summer Internship Pre-Placement Offers have been classified as Dream Jobs. Therefore, the students who have received PPOs through their summer internship and who accept the same will be allowed to only sit for companies which will be classified as Fantasy. If they get an offer in any of these companies, the students are expected to report their final decision at the earliest. We will inform the company. However, in certain cases the Placement Unit holds the discretion to allow students to sit for placements for certain organizations if the CTC is more than 1.75 times the CTC of their Summer Internship PPO.

E. Internship Policy:

Kindly note that the Placement Unit is not in charge of internships via Practice School, so we will not be able to allow students to do their January- June internships with you. An exception may be possible in the case of higher degree students who have been selected, with a guarantee of full-time employment. In such a case, it is possible to request the Practice School (internship) division to allocate the student to you from the internship period starting from January 2025. However, the final decision, in this case, will rest with the Practice School Division.

F. Joining Dates:

The uniform joining date for all students, irrespective of the semester in which they have been hired would be the first week of July 2025, after the completion of their internships. We request you to not schedule any orientation or onboarding procedures before July 2025, as students will not be in a position to attend/join. For internships, the students can be expected to join around the third week of May, after their end-semester examinations and the end date for the same would be around the third week of July.

G. Important:

When a company fills a Job Application Form (JAF) at the time of hiring, it is understood that they have evaluated their hiring requirements for the year - companies should not revoke offers at a later time. In addition, it is necessary for all recruiters who defer



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus
Placement Unit

on-boarding to issue an offer letter dated as per the original date of joining. It is compulsory for all companies to give a final offer that matches the CTC mentioned in the JAF filled at the time of hiring.

- H.** During the pitching process, you would have been in touch with one of the students from the Core Team of the Placement Committee. This core team changes every 6 months. For any follow-up, please write to placement@goa.bits-pilani.ac.in

We do hope to conduct the process with the utmost transparency and smoothness; hence, we need to share the above-mentioned points with you well in advance. Do let us know in case you have any concerns regarding the same.

We look forward to hosting you this season!

Warm Regards,
Placement Unit.
placement@goa.bits-pilani.ac.in