

PGPSM, CDO Office, Block B-1, Sector 62, Noida, UP - 201307

Email: placementspgpsm@iiml.ac.in

General PGPSM Recruiting Guidelines

- 1. Recruiters are encouraged to visit the campus for the placement process, which includes a preplacement talk and final interviews.
- 2. The Career Development Office (CDO) is the interface between recruiters and PGPSM students for any communication. Unless explicit permission provided, students are restricted from approaching companies directly for individual placements. Recruiters are requested to interact either through a designated student placement coordinator or CDO officials.
- 3. Recruiters are expected to share the following aspects of the job before starting interviews to avoid any confusion in later stages:
 - a. Designation and Role being offered
 - b. Job Description and Job Specification
 - c. Remuneration Range
 - d. Location
 - e. Accommodation and Travel Allowances, if any
- 4. Recruiters who wish to conduct an Off-Campus recruitment process should inform the CD Office about the proposed schedule well in advance.
- 5. After the final round of interview recruiter can make an offer to the student with the details mentioned in point (3) and other terms and conditions relevant to the offer. The offer must be communicated to the student through the CDO only via E-Mail or hardcopy. Only then the offer shall be considered valid.
- 6. In case of simultaneous offers, the candidature of the applicant shall be considered for the company publishing the results first only.
- 7. If a company changes its terms of engagement after the offer has been made, the student may choose to withdraw her/his candidature.
- 8. The CDO reserves the right to withdraw the candidature of the student during the placement process.
- 9. PGPSM students have substantial work experience and have been taken through a rigorous selection process. We, therefore, follow a non-disclosure of CAT score, IIML grade point, parallel running placement processes, and package offered by past recruiters.
- 10. The contact details of candidates shall not be given to the company coming for recruitment, till the final offer has been made.



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11. Placement process:



- Company comes to campus for preplacement talk
- The representatives from companies share key aspects of their firm, work environment, and growth opportunities.
- A typical PPT session is scheduled for 60 minutes followed by a 15-minute-long Q&A session.

Application and Shortlists

- Company sends Job Description (JD) as per prescribed format / giving out required details
- Placement committee receives JD and Float Expression of Interest amongst students
- Placements committee Sends resumes of interested students to company

Placement interviews

- Company shorlists the students for the further rounds
- Company can interview short listed candidates
- Companies are encouraged to come to campus for interviews and they can also take interviews over the video conferencing.
- Companies are requested to inform the Placement Committee their travel plan well in advance.

Final offers & Acceptance

- The final offer by the company to the selected students is to be communicated to the Placement committee.
- The final offer is communicated to the students.
- Its acceptance is governed by the placement rules and the recruitment policies of PGPSM.



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JOB DESCIPTION FOR PGPSM PROGRAM FINAL PLACEMENTS

S.No	Title	Details	
1	Name of the company		
2	Brief introduction about the		
	company		
3	Contact details of company		
	point of contact		
4	Roles offered		
	(Please mention functions)		
5	Job Description		
	(Role expectations separately		
	for each role)		
6	Location (s)		
7	Expected number of offers		
	(Role wise, location wise)		
8	Compensation	CTC Range (Annual)	
		Fixed component	
		Variable component	
		Joining Bonus	
		Relocation expenses	
		First year completion bonus	
		Other Allowances	
9	Tentative joining date		
10	Any additional information		
	you wish to share		



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JOB DESCIPTION FOR PGPSM PROGRAM SUMMER PLACEMENTS

S.No	Title	Details
1	Name of the company	
2	Brief introduction about the	
	company	
3	Contact details of company	
	point of contact	
4	Roles offered	
	(Please mention functions)	
5	Job Description	
	(Role expectations separately	
	for each role)	
6	Location (s)	
7	Expected number of offers	
	(Role wise, location wise)	
8	Stipend	
	Boarding / Lodging	
	Other additional benefits given	
	to candidates	
9	Tentative joining date	
10	Any additional information	
	you wish to share	



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JOB DESCIPTION FOR PGPSM PROGRAM INTEGRATED PROJECT(IP) PLACEMENTS

Name of organization	
Reporting location	
Project 1 Title	
Students required on Project 1	
Project 1 domain	
Project 1 details	
Skill sets required	
Renumeration (₹/month)	
Project 2 Title	
Students required on Project 2	
Project 2 domain	
Project 2 details	
Skill sets required	
Renumeration (₹/month)	
Project 3 Title	
Students required on Project 3	
Project 3 domain	
Project 3 details	
Skill sets required	
Renumeration (₹/month)	