Steps to registering yourself on the Recruitment Portal:

 Sign up your firm by going on the links below: Internship: <u>https://intern.iitk.ac.in/companysignup/</u> Placement: <u>https://placement.iitk.ac.in/companysignup/</u>

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Recruitment Automation System	SIGN IN≁ SIGNUP≁ FORGOT PASSWORD CONTACT US CRI	EDITS	Î
	Enter Full Name Of Organization		
	Contact Person Designation		
	E-Mail ID		
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	Prefered Username I accept the Terms and Conditions of Student Placement Office IIT Kanpur		
	Register		Ţ

 You will receive a one-time password on the registered email ID. Use that and the username you specified to sign into the portal. Internship: <u>https://intern.iitk.ac.in/login/</u> Placement: <u>https://placement.iitk.ac.in/login/</u>

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3. The following will be your dashboard. You can create openings for various roles by clicking on the "Create Opening" option on the left.

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 HOMEPAGE VIEW APPLICATIONS CREATE OPENING PLACEMENT POLICY CONTACT US CREDITS 	Your Job openir	ngs						

4. You will be required to input basic details regarding the roles you would like to hire for (in 4 steps).

Step 1

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Step 2

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Step 3

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Step 4

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CONTACT US	Group Discussion Technical Test		
A CREDITS	Technical Interview		
	HR Interview Duration	1 hour	
	Company HR Contact Details	7054117608	
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5. You have filled the Internship Proforma/Job Announcement Form. Kindly contact the student coordinator for accepting the openings, and/or for any edits you wish to make.

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6. You will be able to view the applications in under the "**View Applications**" option on the left.