Steps to registering yourself on the Recruitment Portal:
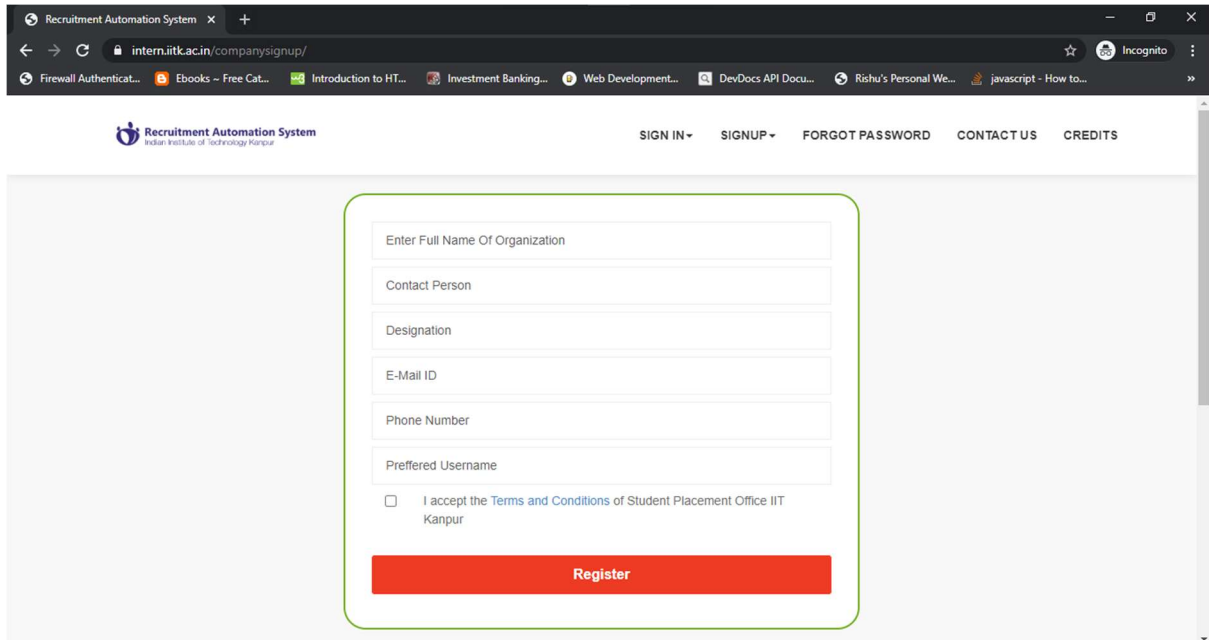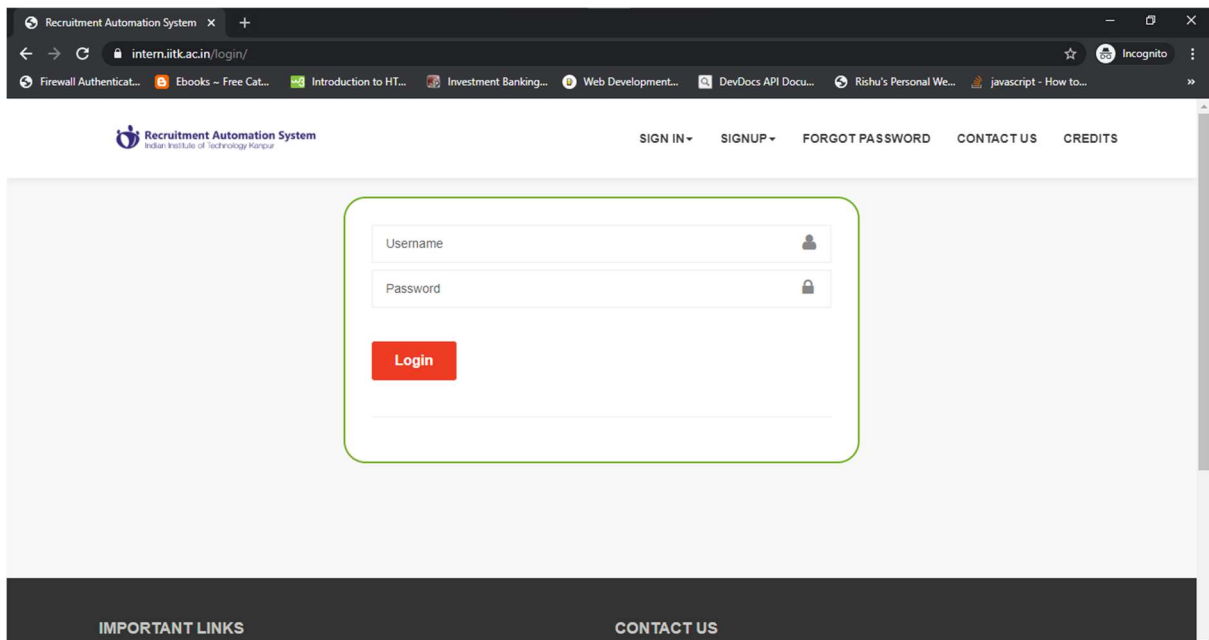
1. Sign up your firm by going on the links below:
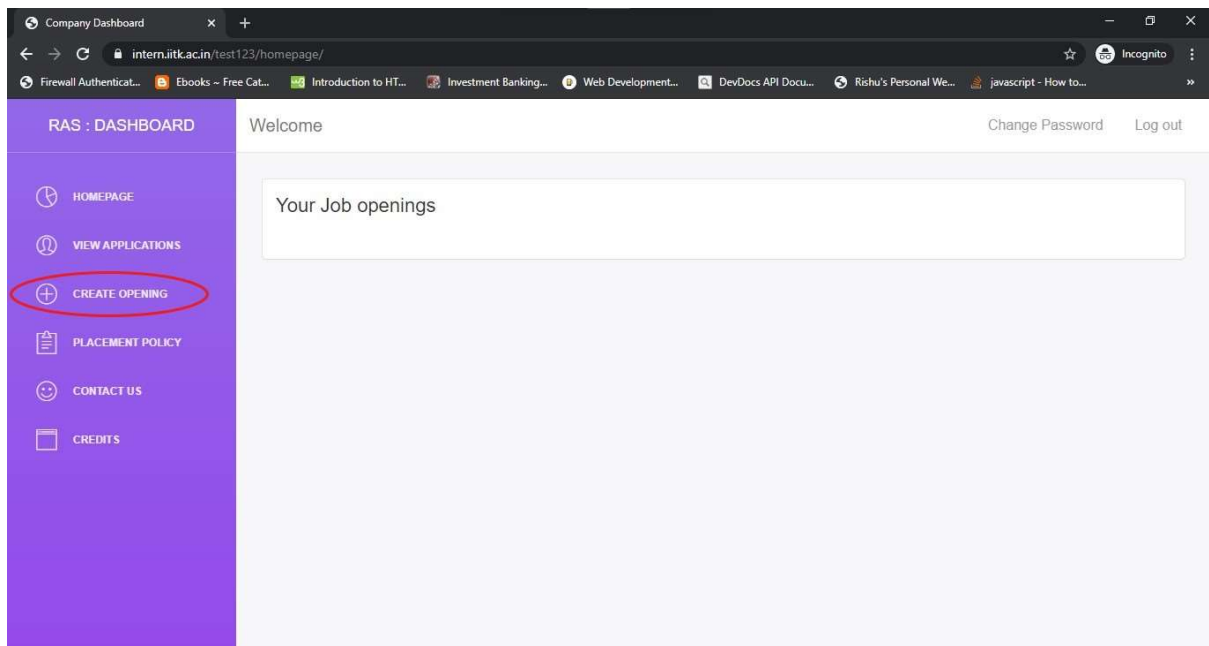   Internship: https://intern.iitk.ac.in/companysignup/
   Placement: https://placement.iitk.ac.in/companysignup/

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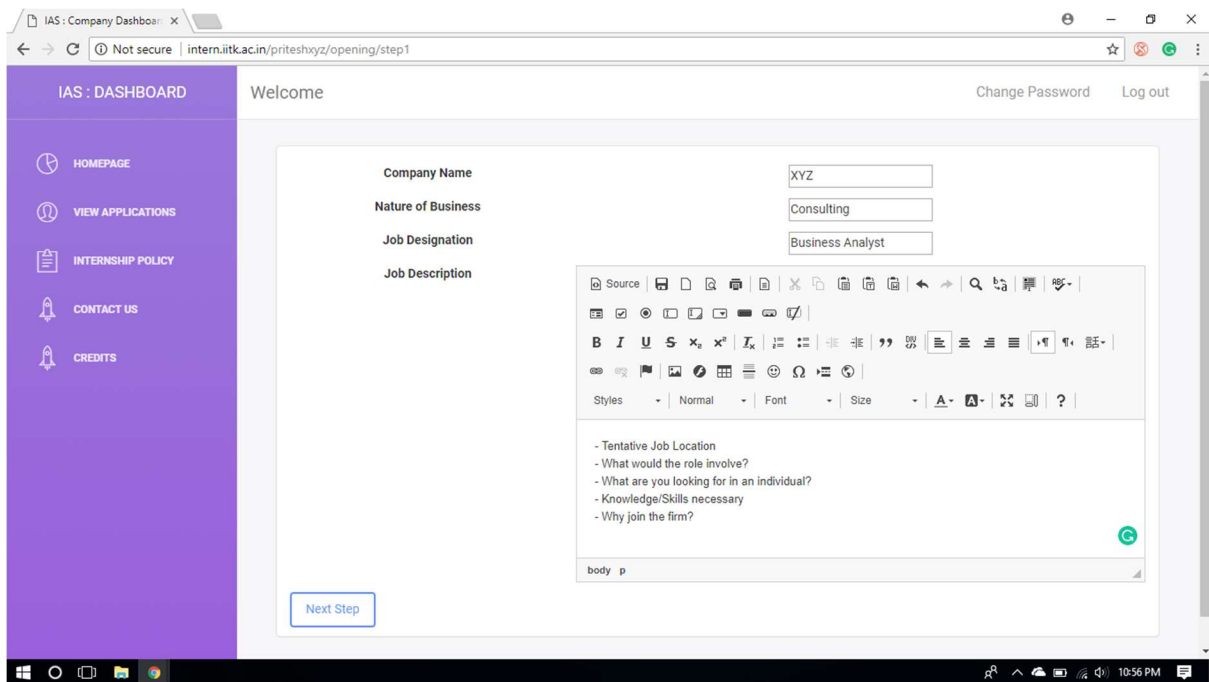   Internship: https://intern.iitk.ac.in/login/
   Placement: https://placement.iitk.ac.in/login/

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

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

Step 1

Step 2

Program	All	Design	Stats	IME	ES	PHY	MTH	ECO	CHM	ME	MSE	CSE	CHE	BSBE	AE	EE	CE
	☑ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All	☐ All
B.Tech	☐ All	-	-	-	-	-	-	-	-	☑	☑	☑	☑	☑	☑	☑	☑
BS	☐ All	-	-	-	☑	☑	☑	☑	☑	-	-	-	-	-	-	-	-
Dual	☐ All	-	-	-	-	☑	☑	☑	☑	-	-	-	-	-	-	-	☑
M.Sc	☐ All	-	☑	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MBA	☐ All	-	-	☑	-	-	-	-	-	-	-	-	-	-	-	-	-
M.Tech	☐ All	-	-	☑	-	-	-	-	-	-	-	-	-	-	-	-	-
M.Des	☐ All	☑	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

IME	Industrial & Management Engineering	ES	Earth Sciences	PHY Physics
MTH	Mathematics and Scientific Computing	ECO	Economics	CHM Chemistry
ME	Mechanical Engineering	MSE	Materials Science and Engineering	CSE Computer Science and Engineering
ECO	Economics	CHE	Chemical Engineering	BSBE Biological Sciences and Bioengineering
AE	Aerospace Engineering	EE	Electrical Engineering	CE Civil Engineering

Next Step

Step 3

Cost To Company & Salary Breakup

CTC: X
Base Salary: Y
Joining Bonus: Z
etc

body p

Package Details

Company Bond ☐

Medical Requirements

Next Step

Step 4

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.

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