

RECRUITMENT GUIDELINES FOR COMPANIES

Issued by Wings - The Placement Cell, Lakshmibai College, University of Delhi

To ensure a smooth and transparent recruitment process, the following guidelines are to be strictly followed by all companies engaging with the Placement Cell:

1. Single Offer Policy (with Certain Flexibilities)

Our Placement Cell follows a "One Offer per Student" policy to ensure fair placement opportunities for all. However, exceptions may apply under the following circumstances:

- If a student receives an offer from a reputed or “dream” company offering a significantly higher CTC, they may be allowed to participate in that process.
- In cases where multiple offers are extended due to delayed result announcements by recruiters, students will have the final say in selecting one offer, and their choice will be respected.

2. Minimum Salary Criteria - The college only entertains companies offering a **minimum Cost to Company (CTC) of ₹3.5 LPA or more**. Any request to consider offers below this threshold will not be entertained.

3. Role of Placement Cell Post-Offer - Once a student has received a formal job or internship offer, the Placement Cell will no longer act as an intermediary. All future communications should take place directly between the student and the hiring company.

4. Mandatory Pre-Recruitment Clarity - All requirements, expectations, and prerequisites related to the job or internship must be clearly shared with the Placement Cell before the recruitment drive begins. Any violation or concealment of information will be treated as a breach of professional terms, and the Cell reserves the right to take suitable action.

5. No Alterations in Offer Post-Selection - Any attempt to alter the compensation package or job role offered to a student after the recruitment process—especially in ways that are not beneficial to the student—will not be accepted.

6. Declaration of Recruitment Timeline - Recruiters must share the expected duration and schedule of the entire recruitment process with the Placement Cell in advance. This is to prevent delays that may cause students to miss out on other opportunities.

7. Recruitment Information Required in Advance - Companies are expected to provide complete details of the recruitment opportunity before the drive, including:

- Organization Name
- Designation/Title
- Detailed Job or Internship Description
- Eligibility Criteria
- Required Skills
- Duration of Employment or Internship
- Perks and Benefits (if applicable)
- Type of Role (Full-time/Internship)

8. Submission of Final Selection List - After the completion of the hiring process, the company must send an official email to the Placement Cell listing the names of all selected candidates.

Additional Clauses for Smooth Functioning:

9. Ethical Recruitment Practices

We encourage companies to maintain transparency, fairness, and timely communication throughout the recruitment process.

10. Virtual Recruitment Protocol (If Applicable)

If the hiring process is being conducted online, the company must ensure stable platforms, fair assessments, and effective communication with candidates.

11. Feedback Post-Recruitment

Companies are encouraged to provide brief feedback on the recruitment experience. This helps us improve our coordination and efficiency for future engagements.

12. Policy Review and Updates

In response to evolving market trends or student needs, the Placement Cell may revise its recruitment policy. Any changes will be communicated in a timely manner and will always aim to benefit both students and recruiters.

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Any changes to the above-stated policies are solely reserved by Wings - The Placement Cell, Lakshmibai College, University of Delhi