

Placement Policy for IRM India Affiliate's Placement Assistance Programme

This policy sets forth the terms and conditions that candidates who have successfully passed IRM's examinations (hereafter referred to as "**Candidate/s**") are expected to comply with when participating in the IRM's Placement Assistance Programme for its Alumni in India. Receipt of placement alerts by Candidates confirms acceptance to all terms and conditions.

1. Upon successful passing of the IRM's examinations, as part of our Placement Assistance Programme, Candidates will automatically be subscribed to job and internship alerts that we send out on behalf of Companies or our Recruitment Partners.
2. Our Placement Assistance Programme is only applicable to Candidates who have successfully passed IRM's examinations and forwarding Placement Alerts received from IRM outside the Alumni Network will result in termination of Candidates' alumni membership and also removal of Candidates' email address from job alerts.
3. Candidates are free to opt out of the placement alerts anytime by writing to alumni@theirmindia.org.
4. By enrolling for any of our qualifications, Candidates are not being guaranteed or assured any internship / job opportunity or salary.
5. Any salary figures or job numbers quoted on any of our platforms or communications are based on the past performance of our alumni and publicly available recruitment data.
6. IRM or IRM India Affiliate do not get involved in the recruitment process. Since the vacancy is circulated on behalf of the employer / recruiter, it is between the Candidate and the employer / recruiter to agree upon the terms of the offer, including but not limited to, the CTC, location, duration, and more.
7. **General Terms for Candidates**
 - Eligibility criteria for specific job posts will be communicated in the job announcements. Please review these criteria carefully before applying.
 - Candidates must submit accurate and up-to-date resumes in the IRM format by specified deadlines. Submission of resume by Candidates is a self-declaration that all the information submitted by such Candidate is true, accurate and correct. Misrepresentation of any information on the resumes, shall result in immediate disqualification.
 - Candidates must adhere to the IRM's Code of Conduct.
 - Candidates must agree to keep all information related to their placement, including but not limited to job roles, company information, and salary details, confidential.
 - Failure to attend a scheduled interview by the employer without prior communication may result in the temporary suspension of the Candidate's eligibility for further placement opportunities through IRM's Placement Assistance Programme.
 - Instances of non-attendance and related actions will be documented in a Candidate's placement record. This information may be considered in future placement

opportunities and shall also be shared during any potential employer's background check or education verification process.

- Throughout the placement process, Candidates are expected to maintain a high level of professionalism and ethical conduct. Any behaviour contrary to this expectation may lead to removal from IRM's Placement Assistance Programme.
- The final decision to select the Candidate lies with the recruiting organisation. IRM or IRM India Affiliate is not responsible for the recruitment of the Candidate.
- Candidates are required to provide feedback to the Alumni Office upon completion of their job placement, including any issues or disputes encountered
- Upon securing a placement, Candidates are required to comply with all policies and regulations of the employer, including workplace conduct, confidentiality, and data protection.
- Candidates are expected to fulfil their work commitments with the employer for the agreed-upon duration. Early termination must be communicated properly as per the employer's policies.