



Raj Kumar Goel Institute of Technology

5th KM. STONE (OPP. JAIN TUBE CO. LTD.), DELHI-MEERUT ROAD,
GHAZIABAD (U.P.) - 201003

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Notice

RKGIT/270/CRC/2014-15

18th March, 2015

Attn: MBA (HR)-Major or Minor Final Year Students (Batch-2015).

Subject: Recruitment Drive of Team Computers

Team Computers is likely to conduct a recruitment drive for **MBA (HR)-Major or Minor** final year students. The details is as follows:

About the company:

Team Computers a place where people with ideas and a zeal to see them in action, with a big enough heart to take the good with the bad, the success with the failure in its stride, come together, not merely to give better than the best to the world around them, but primarily to challenge their own limits and extend their horizons.

Profile	:	HR Trainee
Salary	:	Candidates should be willing to wok for a period 1year on Stipend of 10K . Later on bases on performance we can take them on roll and package is between - (1.8 lpa to 2.16 lpa.)
URL	:	www.teamcomputers.com/

Desired Candidate Profile:

- Responsible for employee database management , induction rolling out offers letters, completing joining formalities etc.
- Good verbal and written communication skills.
- Should be eager to learn.

Key Responsibilities:

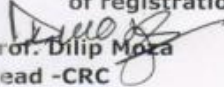
- Identifying potential candidates, sourcing them through the existing database, contacts, referrals and headhunting Independently manage recruitment for an account/geography Managing the Internet-based recruitment process.
- Co-ordinate / liaison with Recruitment Agencies, Institutions Presenting job opportunities to qualified candidates.
- Preliminary screening of candidates to ensure that they meet the requirement.
- Conducting skills testing, interviews, reference checks and background investigations. Good with Documentation
- Scheduling interviews, feedback and follow-up.
- Planning and strategizing for project specific recruitment within defined time frames Churn and implement specific recruitment strategies in conjunction with the overall recruitment strategy for the company Contribute to creating an organizational image, which would help in attracting and recruiting the best talent.

Selection Process:

- Written Round
- GD Round
- HR Interview.

Notes:

- **Interested students are requested to register in CRC department on or before 19th March 2015 (Thursday) till 3:00 PM.**
- **Date of interview & venue will be intimated post registration and depending upon number of registrations.**


Prof. Dilip Moha
Head -CRC

Cc:

Mr. Harsh Sharma-Faculty Rep.-MBA (B. Tech)
Dr Vibhuti-HOD-MBA (B. Tech)
Dr. Arvind Singh-Principal-MBA
Mr.Upesh Bhatnagar-For Website update

Mr. Vipul Goel-Accounts Office
Prof. V. K. Singh-Dean 2nd shift
Shri H. G. Garg, Dean, RKGIT - GZB
Dr. S. C. Gupta- Director Academics
Dr. D. R. Somashekar, Director, RKGIT - GZB
Prof. B. K. Gupta, Advisor, RKGIT - GZB
Shri Dinesh Kumar Goel, Chairman, RKGIT