

# PLACEMENT OPPORTUNITY

**PRAYAS - PLACEMENT AND INTERNSHIP CELL**  
Mata Sundri College for Women  
University of Delhi

**GIST**

Scan the QR code for Registration Form

**PROFILE**  
Talent Acquisition Executive

**ELIGIBILITY**  
Final years of BSc  
Computer science

**CTC**  
5.36 - 7.32 LPA

**LOCATION**  
Janakpuri, West Delhi

**DEADLINE**  
25th February 2023, 6PM

In case of queries drop us a mail at: [matasundripcell@gmail.com](mailto:matasundripcell@gmail.com)

Greetings from PRAYAS-Placement and Internship Cell

We are glad to announce that Global Institute for Staffing and Training (GIST) is interested in hiring students from our college.

COMPANY WEBSITE:  
[www.gist.org.in](http://www.gist.org.in)

PROFILE OFFERED: Talent Acquisition Executive

PROPOSED CTC: Upto 7.32 LPA ( CTC may vary between 5.36 LPA to 7.32 LPA, depending on interview performance)

LOCATION: Janakpuri District Centre (Nearest Metro- Janakpuri West), West Delhi.

WORKING DAYS AND HOURS Monday-Saturday (2nd & 4th Saturdays off), 9AM-6PM

## **ROLES & RESPONSIBILITIES**

### **Talent Acquisition Executive**

1. Manage End to End Domestic and International Recruitments.
2. Responsible for Sourcing / Screening profiles based on job specifications and skill sets as per clients requirements.
3. Should stay updated with Technical knowledge and awareness of the latest emerging IT technologies.
4. Should be able to handle multiple requirements simultaneously.
5. Responsible for full-cycle recruiting: interview, offer, negotiation and closing candidates for assigned requisitions.
6. Client Relationship Management (CRM)
7. Key Account Management
8. Database cleansing and management.
9. Gradually move to team handling.

### **SKILLS:-**

1. Must have good academic records
2. Good analytical skills
3. Well groomed
4. Fluent in English

ELIGIBILITY: Final years of B.Sc. Computer Science (Hons)

NOTE: Joining will be after exams of batch 2023.

### **HIRING PROCESS:**

1. Application Screening
2. Group Discussion
3. Personal Interview

### **NOTE:**

- Probation Period: Incubent will be put on probation for first 3 months, during this period the performance and behaviour will be monitored for confirmation which may be extended depending on performance. On successful completion of probation period candidate will be confirmed to the position.
- Apply only if you do not have backlog in any exam or semester.

LAST DATE OF REGISTRATION: 25th February 2023, 6:00 pm

LINK TO REGISTER: <https://linktr.ee/PlacementCellMSCW>

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Regards

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