



CENTRALISED CAREER GUIDANCE & PLACEMENT CELL

Guru Gobind Singh Indraprastha University
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F. No. GGSIPU/CCGPC/2022/ 279
Dated: 25th April 2022

Sub. Placement opportunity for students of 2022 passing out batch in the company “GetYourJob”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for Graduate students of 2022 passing out batch in the company “GetYourJob” for your reference and circulation to students apply on given link by **27th April 2022:**

Registration Link – <https://forms.gle/N5q4yWuVoZtuDu387>

Name of the company – GetYourJob (www.getyourjob.co.in)

GetYourJob is looking to Hire female IT Recruiters with good communication skills and attitude.

Job Profile: IT Recruiter , Job Description Attached

Eligibility: MBA preferred, but any graduate with good communication skills may apply.

Job Location: Delhi, DLF Towers Moti Nagar

Date of Joining: Immediate

Working Days: 6 Days a Week , **Working Hours:** 9:00 am – 6:00 pm

Selection Procedure:

1. Video Introduction
2. Personal Interview Discussion

About Company: Get Your Job Recruitment Solutions Pvt Ltd, headquartered in Delhi, is the fastest growing technology recruitment firm rendering premium placement services since 2011. And catering the talent needs of the world’s top technology firms on PAN India basis. We value making useful matches between job seekers and our corporate customers, and putting everything on the line to ensure that each meets the needs and expectations of the other.

ONLY UNPLACED ELIGIBLE AND INTERESTED CANDIDATES ARE ADVISED TO APPLY.

LAST DATE OF REGISTRATION IS **27th April 2022.**

(Ms. Nisha Singh)
Placement Officer, CCGPC



Primary Responsibilities

Will have to manage end to end recruitment which includes Headhunting, scheduling interviews, and follow up with candidates for salary negotiation; which includes following steps

- Sourcing candidates using Job Portals like Monster and Naukri.com and LinkedIn.
- Screening of Resumes, Send to Clients for Shortlisting,
- Share the feedback with the candidates.
- Line up the Candidates for Interview.
- Send Interview Call Letter.
- Follow up with candidates for Walk-in, Schedules interview till the Interviews.
- Update the Client Tracker on daily basis, Master Tracker and Weekly Tracker.
- Follow up of Selected Candidates till their Joining.
- Maintaining the database.

Profile

Knowledge and Experience

Good Attitude towards work, Ownership, written and verbal communication skills

Any graduate who are interested in HR/Recruitment industry.

Fresher for internships:

- Duration for 3 to 6 Months
- Stipend INR 5000 per month
- Female candidates only.
- After completion of internship you will be given an opportunity to work as a full time permanent employee with GetYourJob basis your performance and CTC will be up to INR 2.5 lacs per annum plus lucrative incentives.
- Willing to work from office.

Competencies

Good interpersonal skills with ability to communicate with the clients and candidates.

Manages self through clear communication in regard to expectations and holds self-accountable in their skill and capabilities.

Identifies and builds key relationships internally and externally that support achieving the outcomes in the business.

Good team working skills and able to work effectively and contribute in a team