



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 610

13<sup>th</sup> June 2023

**Sub. Placement opportunity for M.Sc Environment Management students of GGSIP University passing out in 2023 or passed out in the year 2022 in the company “GEM Enviro Management Pvt Ltd”.**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for M.Sc Environment Management students of GGSIP University passing out in 2023 or passed out in the year 2022 in the company “GEM Enviro Management Pvt Ltd”. for your reference and circulation to students to apply on given link by **15<sup>th</sup> June 2023**:

**Registration Link – <https://forms.gle/Kn1PeSUdss5vxoz58>**

<b>Name of Company</b>	GEM Enviro Management Private Limited
<b>Name of Position</b>	Environmental Management Trainee (MT)– One Year
<b>Location</b>	Unit-203, Plaza-3, Central Square, Bara Hindu Rao, Delhi-110006
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• Develop effective communication platforms for clients and staff.</li><li>• Customer order processing.</li><li>• Provide proper documentation and data as per customer requirement.</li><li>• Monitor and measure client satisfaction.</li><li>• Liaise with different departments about client queries like CPCB/State PCB</li><li>• Offer advice to clients on services and products.</li><li>• Develop surveys and capture client information.</li><li>• Participate in marketing campaigns / Awareness Program</li><li>• Deal with client requests and troubleshoot problems.</li></ul>
<b>Desired Skill &amp; Qualifications</b>	<ul style="list-style-type: none"><li>• M.Sc (Environmental Science)</li><li>• Good knowledge of Excel, Power Point &amp; Word (Microsoft Office)</li><li>• Excellent communication abilities – written and verbal</li><li>• Ability to meet deadlines.</li><li>• Calm, polite, and professional behavior</li></ul>
<b>Experience</b>	Fresher
<b>Stipend</b>	<b>Rs. 20,000/- pm for One Year or Depends on Candidate Interview &amp; Skills</b>

LAST DATE FOR REGISTRATION IS **15<sup>th</sup> June 2023**.

**(Ms. Nisha Singh)**  
Training and Placement Officer,  
CCGPC, GGSIP University