



**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/PN/ 988

9<sup>th</sup> May 2024

**Sub. Placement opportunity for students of batch passing out in year 2024 of GGSIP University in the “Big Oh Notation Pvt. Ltd.”.**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for students of batch passing out in year 2024 of GGSIP University in the “Big Oh Notation Pvt. Ltd.” for your reference and circulation to students to apply on given link by **10<sup>th</sup> May 2024**:

**For Registration – <https://forms.gle/b5Btt56YFPMvKvnP6>**

**Name of Company – Big Oh Notation Pvt. Ltd.**

**Roles -**

1. Business Development Trainee
2. Graduate Management Trainee
3. UI-UX Trainee
4. HR Trainee
5. Social Media Cum Content Creation Trainee

**Summary of the Internship Program:**

Job Role	Business Development Trainee	Graduate Management Trainee (Male Preferred)	UI-UX Designer Trainee	HR Trainee	Social Media Cum Content Creation Trainee
<b>Qualification</b>	Any background can apply	BBA/ MBA students only	Must have done any course or certification in UI/UX Designing	BBA / MBA with HR specialisation	Any background can apply
<b>Batch</b>	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024
<b>Job Location</b>	Sector-2, Noida, India	Sector-2, Noida, India	Sector-2, Noida, India	Sector-2, Noida, India	Sector-2, Noida, India
<b>Test Location</b>	Sector-2, Noida, India	Sector-2, Noida, India	Sector-2, Noida, India	Sector-2, Noida, India	Sector-2, Noida, India
<b>Test Date</b>	Will Confirm	Will Confirm	Will Confirm	Will Confirm	Will Confirm
<b>Service Agreement (after completion of Internship)</b>	18 Months (including 4 months of training period)	18 Months (including 4 months of training period)	18 Months (including 4 months of training period)	18 Months (including 4 months of training period)	18 Months (including 4 months of training period)

<b>Bond Amount for security purposes which can be from a zero-balance account</b>	1 Lakh	1 Lakh	1 Lakh	1 Lakh	1 Lakh
<b>CTC Bracket</b>	INR 1.2 during the training period, and the PPO offers up to INR. 3.6–4.5 LPA.	INR 1.92 during the training period, and the PPO offers up to INR. 6 LPA.	INR 1.2 during the training period, and the PPO offers upto INR 4 LPA.	INR 1.92 during the training period, and the PPO offers INR 3 LPA.	INR 1.2 during the training period, and the PPO offers up to INR. 3.6–4.5 LPA.

**Selection Process: Will be conducted offline next week.**

1. Online Test
2. 3 rounds of interviews
3. Final offer

JDs attached for more information.

**LAST DATE FOR REGISTRATION IS 10<sup>th</sup> May 2024.**



**(Dr. Nisha Singh)**  
**Training and Placement Officer,**  
**CCGPC, GGSIPU**

**About Company** – BigOh is a product as well as service-based company in the IT industry. We create enterprise grade cutting-edge software products and help companies achieve their business goals by providing high quality IT talent. We have been successfully delivering value to our clients across the globe.

At Big Oh, we work extensively on cutting-edge technology solutions including Cloud Computing, Mobility, Big Data, Analytics, Business Intelligence, Block Chain, Artificial Intelligence, and over 50+ tech stacks.

BigOh is also an ISO 27001 & CMMI Level 3 certified company and has been recognized under the "Start-up India" initiative by Govt of India.

**BDT JD: -**

- Work closely with the Marketing team , BDE and Sales Team to activate Hotels both online and offline
- Maintain and create database for prospect clients.
- Scheduling and Attending Meetings with Prospective clients
- Follow up with leads and build strong relationships with the Clients
- Achieving sales targets by analyzing the needs and meeting the requirements of new and existing clients
- Preparing proposals together with the Project Manager
- Develop sales channels
- Develop lead magnets
- Develop and maintain strategic partnerships
- Follow up with leads and build strong relationships with the brand
- Develop or identify sales material or tools to improve and optimize the sales process

**GMT JD: - (Males preferred )**

- Provide administrative support to the founder and senior leadership team, including managing calendars, scheduling appointments, and coordinating meetings.
- Manage social media including LinkedIn Post, Blogs and engaging in share 4 share Activity
- Act as the primary point of contact between the founders and internal/external stakeholders, ensuring timely and effective communication
- Prepare, edit, and proofread documents, presentations, and reports, maintaining confidentiality and attention to detail.
- Manage various projects and initiatives, ensuring timely completion and effective communication with all stakeholders.
- Handle sensitive information with the utmost discretion and confidentiality.
- Proactively identify and resolve issues and anticipate the needs of the founders to streamline their workflow.
- Conduct research and analyse data to support decision-making by the company
- Generating leads for business purposes, reaching prospective clients and gain understanding of things, as and when required
- Identify and prospect potential clients through various channels, including cold calling, networking, and referrals

**UI/UX Designer Trainee JD: -**

- Execute deliveries as required for the product/project launch
- Able to communicate within the team and in specific cases, with concerned persons from clients' teams
- Must be aware of what kind of product you are working on.

- Deeply understands the needs of user or PM.
- Able to explain your designs to the team.
- Constantly upgrade knowledge and knowhow by following happenings in the industry
- Time to time document the entire design process of projects he has directly worked on, or projects executed by other team members
- Negotiate with client through understanding and questioning UX strategies
- Follow schedule and timelines for deliveries as set by Project manager
- Constantly coordinate ideas internally and seek clarifications when in doubt
- Desirable: Knowledge of Platform guidelines and Front end framework

**Social Media Cum Content Creation Trainee JD: -**

- Develop and implement a data-driven social media strategy to achieve marketing goals
- Plan content calendar for all social media platforms
- Create engaging content (text, images, videos) that resonates with our target audience
- Schedule and publish content across various social media platforms (Facebook, Instagram, LinkedIn, Twitter, etc.)
- Analyze social media metrics and track campaign performance
- Respond to comments and messages in a timely and professional manner
- Stay up-to-date on the latest social media trends and best practices
- Collaborate with other departments (design, development, sales etc.) to ensure brand consistency

**HR Trainee JD:**

- Doing the offer documentation, joining follow-ups, background checks, employment checks, joining formalities, MIS etc.
- Providing current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits
- Designing and implementing benefits, compliance related policies and working with the senior leadership teams to ensure its alignment with business need
- Administer compensation, benefits and performance management systems, and safety and recreation programs
- Initiating performance appraisal by introducing Key Result Areas and Key Performance Indicators for all the positions
- Serve as a link between management and employees by handling questions and helping resolve work-related problems
- Lead and implement HR Automation initiatives and building HR tools to enhance process efficiencies and internal databases across all departments and locations.
- Managing smooth Exit process in terms of completion of the full and final settlements for employees
- Coordinate monthly HR governance review with HR Head and various department heads to showcase progress on initiatives, data for the month, successes and challenges.
- Maintain the work structure by updating job requirements
- Driving employee experience like timely issuance of accurate appointment letters, offer letters, relieving letters, timely closure of any queries with regards to leaves, Insurance, compensation, HR policies, etc.