



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/ 859

16th January 2024

Sub. Placement opportunity for students of UG/PG degree in English, Mass communications and Business Administration of batch passing out in 2024 and passed out in year 2023 of GGSIP University in the company “Maxop Engineering co. Pvt. Ltd.”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for students of UG/PG degree in English, Mass communications and Business Administration of batch passing out in 2024 and passed out in year 2023 of GGSIP University in the company “Maxop Engineering co. Pvt. Ltd.” for your reference and circulation to students to apply on given link by **18th January 2024**:

Registration Link - <https://forms.gle/Yq83433GBzb7QJne9>

Company Name – Maxop Engineering co. Pvt. Ltd.

Position: Executive trainees HR & Public Relation

Type: Intern and Full-time

Eligible Degrees – Masters/Bachelor's degree in English, Mass communications, Public Relations, Marketing, Operations, Finance, Human Resources, Business Administration, or a related field

Eligibility criteria – 60% throughout

Batch of students – 2023 batch for full time role and the current batch, 2024 passing out – will be hired as interns and convert into a final placement when they pass out.

CTC – INR 3.5 LPA/ INR 25567 pm

Tentative Time for joining – at the earliest possible

Selection Process – GD/Written test – English, Aptitude and Psychometric, Final interview

Job Location – Company’s corporate office in Bhikaji Cama Place, Delhi

Please find attached JD for more information.

LAST DATE FOR REGISTRATION IS 18th January 2024.

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

JD

Role & Responsibilities

We are seeking a dynamic Trainee HR to join our team at Maxop, a leading manufacturing company in precision die casting. As a Trainee HR - Corporate, you will play a pivotal role in driving the human resources functions, focusing on campus recruitment, lateral talent acquisition, corporate MIS, joining and onboarding, and corporate communications, employer branding

Responsibilities

1. Campus Recruitment:

- Develop and implement effective campus recruitment strategies to attract top-tier talent.
- Establish and maintain strong relationships with universities and educational institutions.
- Coordinate recruitment events, internships, and campus engagement activities.

2. ****Lateral Talent Acquisition:****

- Lead end-to-end recruitment processes for experienced professionals.
- Collaborate with hiring managers to understand staffing needs and ensure timely and quality hires.
- Utilize innovative sourcing techniques to identify and attract diverse talent.

3. ****Corporate MIS:****

- Oversee the implementation and maintenance of a comprehensive Management Information System (MIS).
- Generate timely and accurate reports for HR metrics, trends, and key performance indicators.
- Ensure data integrity and confidentiality in all HR systems.

4. ****Joining and Onboarding:****

- Facilitate a smooth onboarding experience for new hires, ensuring a seamless integration into the organization.
- Coordinate orientation programs and training sessions for new employees.
- Conduct feedback sessions to enhance onboarding processes continuously.

5. Employer Branding & Communications

- Develop and execute internal communication strategies to foster a positive and informed work environment.
- Coordinate the dissemination of HR policies, announcements, and relevant information.
- Drive employee engagement initiatives through effective communication channels.

****Qualifications:****

- Masters /Bachelor's degree in English, Psychology , Mass communications, Human Resources, Business Administration, or a related field.
- Prior experience in campus recruitment, talent acquisition, and corporate communications would be preferable.
- Proficiency in MS Office applications.
- Excellent interpersonal and communication skills.
- Ability to work collaboratively in a fast-paced corporate environment.

****Key Competencies:****

- Strategic thinking
- Relationship building
- Analytical and problem-solving skills
- Adaptability and flexibility
- Result-oriented mindset.