



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/_677

31st July 2023

Sub. Internship cum Placement opportunity for students of GGSIP University of the batch passing out in year 2023 or 2024 in the company “R J C U B E”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of internship cum placement opportunity for students of GGSIP University of the batch passing out in year 2023 or 2024 in the in the company “R J C U B E” for your reference and circulation to students to apply by **1st August 2023, 2:00 PM:**

Registration Link – <https://forms.gle/N9FqsVEphAeNP7Rp9>

Name of Company – R J C U B E

Positions hiring for – Recruitment Intern (Hybrid/WFO)

Internship Duration – 1 month or 6 months

Stipend –

- INR 15K, If duration is 6 months (for 2023 batch).
- **If duration is less than 6 months, no stipend (2024 batch).**

Qualifications:

- Required: Bachelor’s Degree in any stream
- **Preferred:** MBA/PGDM - HR from a college of repute
- Candidates with good communication skills and can do extensive calling.

Work Location – Dwarka sector 21, Delhi

Note – Performers will be given full time role.

For more information please find attached JD.

THE LAST DATE FOR REGISTRATION IS 1st AUGUST 2023, 2:00 PM.

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

**About The Company:**

RJCube is a leading staffing company providing a range of Temporary and Permanent management solutions with service offerings that include Talent Research and Analytics, Strategic Human Capital Advisory, Executive Search, Manpower solutions to across industries Pan India having over 250 clients.

We specialize in recruitment at Junior to senior various disciplines: Multi Industry– IT & E-Commerce, Book Publishing, Retail, Fashion & Lifestyle, Garment & Accessories, Gems & Jewelry, Textiles, Furniture, HVAC, Commercial & Medical Refrigeration, Water Purification, Electrical Lighting, Agri-Business, Education, Cloud Computing, Auto Ancillary, Architecture & Interior Design, Real Estate & Infrastructure, FMCG, Security Surveillance, Oil & Gas, etc.

Profile/ Position	Internship_Trainee – Recruitment
No. of Positions	2
Experience	0-2 years
Job Location	Unit No. 201C/5, 2 nd Floor, D-21, Corporate Park, Sector 21, Dwarka, New Delhi 110077.
Landmark	Office is located within 50-meter radius from Dwarka Sector-8 Metro Station
Building Video	https://www.youtube.com/watch?v=PjQJK1WzSEE&t=4s
Duration	30 days/Can be extend on a mutual discussion.
Note	Performers will be given full time role.

Candidates with good comm skills and can do extensive calling.

ROLES & RESPONSIBILITIES:

- Performing in-person and phone interviews with candidates
- Sourcing candidates based on the required skill through various job portals like Naukri and other sources such as headhunting, reference, professional networking sites, company database, etc.
- Planning & Managing walk-in drives
- Coordinating interviews with the hiring managers.
- Scheduling interviews with shortlisted candidates.
- Maintain MIS Reports and Recruitment Trackers
- Process documentation and prepare reports relating to personnel activities (Time and attendance management)
- Coordinate HR projects (meetings, training, surveys, etc)
- Conduct initial orientation to newly hired employees
- Assist superiors in conducting salary negotiations with selected candidates.

REQUIRED COMPETENCIES:

- Ability to interact, develop network and get the best resource for any given requirement.
- Screening, short listing, sourcing candidates for the given skill sets through various job sites, referrals.
- Strong Analytical and Management Skills.
- Proficient with MS Office.
- Punctual, reliable, and impeccably organized.
- Demonstrates high degree of flexibility and initiative
- Excellent team player and coordinator
- Highly organized & self-motivated to establish & achieve goals.
- Persistent, resilient, have excellent communication skills, an amicable personality and hunger to succeed
- Strong written, verbal, interpersonal skills and time management skills

QUALIFICATIONS:

- Required: Bachelor's Degree in any stream
- Preferred: MBA/PGDM - HR from a college of repute