

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**

**PLACEMENT OPPORTUNITY @ DELTA GLOBAL (PUNE)**

**NOTICE NO.: AJU/T&P/PG/0043/20-21**

**DATE: 20-07-2021**

**NAME OF COMPANY: DELTA GLOBAL ALLIED LIMITED**

**PAYROLL COMPANY NAME: DELTA GLOBAL ALLIED LIMITED**

**Registration Deadline is 09:00 am, 21<sup>st</sup> July 2021**

**ABOUT COMPANY:**

**Delta Group of Companies** is a privately owned, versatile, integrated group of companies, specializing in execution of complex infrastructure projects in the **Power, Industrial, Infrastructure and Renewable Energy Sectors in India and abroad.**

The Delta Group's core competencies are **Design Engineering, Project Management and Turnkey Construction, Logistics Handling, Management and Project Specific Procurement Services.** The strength of the Delta Group lies in its ability to effectively support and complement its activities across various business segments.

They are the pioneers of "One Point Responsibility" concept in India and encourage leading EPC contractors and Project Developers to avail of multiple services offered under the umbrella of the Delta Group, as a customized single point solution rather than several separate services.

**OFFICIAL WEBSITE: <http://www.deltagroup.co.in/>**

**JOB DESIGNATION: Management Trainee (Assistant to Director)**

**JOB LOCATION: Pune (Corporate Head Office)**

**ELIGIBLE COURSE & SPECIALIZATION: BCOM + MBA (HR/Marketing)**

**ELIGIBLE PASSING YEAR: 2021**

**ELIGIBLE GENDER: Male/Female**

**SALARY PACKAGE OFFERED: INR 2.5 to 2.8 Lakhs per Annum**

**SELECTION PROCESS/ROUNDS: Details to be shared post Nomination**

**TENTATIVE JOINING DATE/PERIOD: Immediate**

**NO. OF VACANCIES: 01**

**JOB ROLE & RESPONSIBILITIES:**

- Help managers complete daily tasks (e.g. Implementing New Policies)
- Understand each departments' (e.g. Marketing, Sales) daily processes and goals
- Provide administrative support (e.g. Data Entry)
- Get familiar with personnel duties
- Participate in Company's Strategic Planning
- Help managers in evaluating performance (e.g. Writing Reports, Analyzing Data)
- Keep track of Business Revenue
- Research ways to Increase Profitability and Lower Risk
- Create and Give Presentations
- Understanding how a company operates
- Supporting managers with various tasks (e.g. Policy Making, Goal Setting)
- Evaluate Performance
- Management roles have various responsibilities and requirements based on the industry.

**JOB REQUIREMENTS:**

**All the Nominating Students:**

- Should have Excellent Communication Skills
- Should be Well Versed with MS Excel, Advanced Excel, Word, and PowerPoint Etc.
- Should have Good Analytical Skills
- Should have Good knowledge on Report Writing
- Should have good Presentation Skills
- Should be very Adaptive

**ANY BOND/SECURITY AMOUNT: None**

**ACCOMMODATION: No accommodation would be provided by Company**

**PROCESS OF REGISTRATION:**

**01.** Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

**<https://forms.gle/KpRxHhTcmQdsAQcs6>**

**02.** Students registered with the T&P Department for placements, are only eligible.

**03.** Already placed & debarred students are not eligible.

**04.** Updated list of debarred students is available with the respective HODs.

**05.** Please note that it is mandatory to submit the above form to nominate successfully.

**06.** The form can be submitted only once, thus please be cautious while filling up the form.

**07.** The Resume File name must be student's own name.

**08. Registration deadline for Nomination is till 09:00 am, 21<sup>st</sup> July 2021.**

**09.** One student can Register only once, thus be cautious while registering.

**10.** Please Note: The Registration process will automatically turn off after the provided deadline.

**11.** You are advised to read & understand the disclaimer below before applying for this opportunity.

**12. Coordinating Training & Placement Officer: Mr. Shashi (WhatsApp @ 9572832227).**

Sd/-



## HEAD – TRAINING & PLACEMENTS

**Disclaimer:** The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.