

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

**PLACEMENT OPPORTUNITY @ PAPERPEDIA**

NOTICE NO.: AJU/T&P/PG/0006/21-22

DATE: 11-09-2021

NAME OF COMPANY: PAPERPEDIA PRIVATE LIMITED

PAYROLL COMPANY NAME: PAPERPEDIA PRIVATE LIMITED

OFFICIAL WEBSITE: [www.ppedia.net](http://www.ppedia.net)

**Registration Deadline is 09:00 am, 13<sup>th</sup> September 2021**

JOB LOCATION: NOIDA

ELIGIBLE PASSING YEAR: 2022

ELIGIBLE GENDER: MALE/FEMALE

TENTATIVE JOINING DATE/PERIOD: AT THE EARLIEST

ANY BOND/SECURITY AMOUNT: NONE

**JOB ROLE 1 (MBA – HRM)**

**Job Title:** Full Time Academic Writer for Management”

**Salary:** INR 4.8 LPA CTC + Variables

**Key skills:** Academic Writing, Content Writing, Subject expertise – (HRM, Marketing, Strategic management, International Business) Research, Report writing.

**Education:** PG Degree in Management and HRM, Marketing, IB, (MBA /PGDM/PGP)

**Knowledge:**

- MS Office- Excel, Word, Power Point.
- Candidates should have good command over the subject.
- Must have good communication skills, both written and spoken.
- Candidates should have 60% above through-out their academics.

**Job Description:** They are currently seeking candidates to join their team for the role of fulltime Academic Writer (Management).

**The candidates are required to:**

- Possess thorough knowledge of the specialised field and write the research materials according to client needs.
- Assist clients in understanding the requirements of their projects and provides writing samples.
- Conduct both primary and secondary academic research to meet the research needs of the clients

- To learn new academic skills.

**Responsibilities:**

- Help students with their academics by offering step by step answers/examples.
- Understand the client's requirements.

**Specific Job Skills:**

- Skilled in Communication
- Strong academic background.
- Ability to resolve issues.
- Comprehensive knowledge about the product basket.
- Align individual goals to Organizational Goals.
- Comprehension, Composition and Problem solving skills.
- Commitment to quality and ability to manage performance and change.

**Perks and Benefits:**

- Monthly Incentives.
- One-day Work from Home (WFH) once in a week (Tuesday to Friday) after 2 months of joining.
- Training & Probation period will be for two Months.
- Performance based Promotion.

**Promotion level (Performance Based Promotion):**

Academic Writer → Jr. Research Analyst → Research Analyst → Sr. Research Analyst

**Selection rounds: 2**

- Round 1: Online Written Test (subjective test for 4 Hrs).
- Round 2: Evaluative Training Period - 9 Days

**JOB ROLE 2 (MBA – FINANCE)**

**Salary: INR 6.00 LPA CTC + Variables.**

**Job Title:** “Full Time Academic Writer for MBA-Finance or CFA - Level 2 (Pursuing or Qualified)

**Key skills:** Academic Writing, Academic Research, Subject expertise – (Finance) Research, Report writing.

**Education:** PG Degree in Finance or CFA - Level 2

**Knowledge:**

- Quantitative Finance (DCF, Bond Valuation, Regression, Portfolio Management, Derivatives, Financial Modelling etc.)
- MS Office- Excel, Word, Power Point.
- Good command over the subject.
- Good communication skills, both written and spoken.
- Candidates should have 65% above through-out their academics.

**Job Description:** They are currently seeking candidates to join their team for the role of fulltime Academic Writer (Finance).

**The candidates are required to:**

- Possess thorough knowledge of the specialized field and write the research materials according to client needs.
- Assist clients in understanding the requirements of their projects and provides writing samples.
- Conduct both primary and secondary academic research to meet the research needs of the clients

- To learn new academic skills.

**Responsibilities:**

- Help students with their academics by offering step by step answers/examples.
- Understand the client's requirements.

**Specific Job Skills:**

- Skilled in Communication
- Strong academic background.
- Ability to resolve issues.
- Comprehensive knowledge about the product basket.
- Align individual goals to Organizational Goals.
- Comprehension, Composition and Problem solving skills.
- Commitment to quality and ability to manage performance and change.

**Perks and Benefits:**

- Monthly Incentives.
- One-day Work from Home (WFH) once in a week (Tuesday to Friday) after 2 months of joining.
- Training & Probation period will be for two Months.
- Performance based Promotion.

**Promotion level (Performance Based Promotion):**

Academic Writer → Jr. Research Analyst → Research Analyst → Sr. Research Analyst

**Selection rounds: 2**

- Round 1: Online Written Test (Subjective Test for 3 Hrs).
- Round 2: Evaluative Training Period - 10 Days

**Openings: 10**

**POINTS TO BE NOTED:**

For Round 1, HR team will send the Round 1 Tips at our email id along with instructions. HR Team/Placement Dept. will arrange an Online Assessment with Time duration of 3 to 4 Hours for round 1.

Candidates are not allowed to copy paste directly from anywhere (neither google nor from each other) to avoid plagiarism. If any kind of plagiarism is detected, the answer book will get rejected.

Placement Dept. will share the date and time in advance for round 1.

For Round 1, The Assessment Test Link will be shared on the Candidates' Mail ID.

Selected Candidates need to clear a mandatory 10 days paid (Pro Rata Basis) Evaluative Training as Round 2, before getting transferred on floor, failing which they won't be able to continue their journey with Paperpedia Pvt Ltd. further.

**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/exLz7hb8cK7vuCn38>

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

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

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

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

**06.** Registration deadline for Nomination is till 09:00 am, 13<sup>th</sup> September 2021.

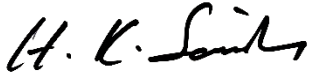
**07.** One student can Register only once, thus be cautious while registering.

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

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

10. For queries you may WhatsApp @ 9572832227 (Mr. Shashi – TPO, AJU)

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.