

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**  
**PLACEMENT OPPORTUNITY @ ZYOIN**

NOTICE NO.: AJU/T&P/UG/0058/21-22

DATE: 23/02/2022

NAME OF COMPANY: Zyoin

**Registration Deadline: 11:59 pm, 24<sup>th</sup> February, 2022.**

**COMPANY PROFILE:**

**Zyoin** Started in the year 2005, they are an End to End Recruitment Solution, Human resource staffing firm, which provides innovative out of the box turnkey solutions to customers for addressing their complex hiring challenges. We are promoted by alumni of NIT's with deep technological and Managerial strength that helps in a better understanding of customer's resource requirements. They are specialized in solving hiring challenges in companies (both Product and Services) since 2005 and have partnered with 500+ companies. Zyoin provides customized recruitment solutions based on needs of our client, our bouquet of offerings cover Permanent Staffing, Contract Staffing, RPO, Executive Search, Hire train deploy, Recruitment on-premise and Pay rolling Service.

**JOB PROFILE:** Talent Acquisition

**JOB LOCATION:** Work from Office/ Home (work from for 6months during training)

**KEY RESPONSIBILITIES:**

- 1) Doing End to End internal Recruitment.
- 2) Advertising vacancies by drafting and placing adverts in a wide range of media, for example, newspapers, websites, Magazines.
- 3) Using social media to advertise positions attract candidates and build relationships with candidates and employers.
- 4) Headhunting - identifying and approaching suitable candidates who may already be at work; using candidate databases

to match the right person to the organization vacancy.

- 5) Requesting references and checking the suitability of applicants.
- 6) Briefing the candidate about the responsibilities, salary, and benefits of the job in question.
- 7) Organizing interviews for candidates as requested by the Management.
- 8) Informing candidates about the results of their interviews.
- 9) Working towards and exceeding targets that may relate to the number of candidates placed.
- 10) You will be working with key stakeholders of Zyoin and help us in hiring the right talent for our customers.

**REQUIREMENT:**

- 1) Outstanding verbal and written communication skills
- 2) Passionate about recruitment
- 3) Comprehensive knowledge of MS Office
- 4) Good understanding of full-cycle recruiting. 5) Good Analytical skills & organizational skills

**SALARY PACKAGE OFFERED:**

Training salary for 6 months – ₹12,000 PM

Promotion after completing 6 months training as Associate Talent Acquisition

Salary after promotion CTC INR 3 LPA to INR 4.5 LPA based on performance

**COURSE ELIGIBLE:** BBA, B.COM, BCA, BA (English)

**ELIGIBLE PASSING YEAR:** 2022

**GENDER ELIGIBLE:** Both Male/Female

**TENTATIVE JOINING DATE/PERIOD:** Immediate

**SELECTION PROCESS:**

Online Interview

**ANY BOND/SECURITY AMOUNT:** NO

**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/ibogrgWM79VTc2wAA>

**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 the student's own name.

06. **Registration Deadline: 11:59 pm, 24<sup>th</sup> February, 2022.**

07. **The Registration process will automatically turn off after the provided deadline.**

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

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

10. For queries you may WhatsApp @ 7279900530 (Ms. Zeba - Sr. Executive Training and Placement Department)

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 & Behavioural both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.