

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**  
**PLACEMENT OPPORTUNITY @RELIABLE FIRST ADCON PVT.**  
**LTD.**

**NOTICE NO.:** AJU/T&P/UG/00014/22-23

**DATE:** 24/11/2022

**NAME OF COMPANY:** RELIABLE FIRST ADCON PVT. LTD.

**PAYROLL COMPANY:** RELIABLE FIRST ADCON PVT. LTD.

**Registration Deadline: 11:59 pm, 25<sup>th</sup> November  
2022**

**COMPANY PROFILE:**

Reliable first is incorporated to provide various HR outsourcing solutions. Reliable delivers integrated solutions for human resource management as per the needs of industry. Reliable involves in recruitment, recruitment process outsourcing, HR outsourcing solutions and Payroll processing & compliance management through its various divisions.

Reliable first incorporated in the year 2013, with intent to deliver integrated solutions for Recruitment, HR Management/processing and HR outsourcing for IT and non-IT. Today its pro-customer approach and endeavor to deliver perfect solutions for their client's requirements in the most efficient and economical way, Reliable first have created a niche for themselves as and-to-end HR outsourcing solution provider. Reliable First customer centric orientation in providing complete HR Solution fuels its growth and success. Its vision is centered on Profit center's which operate independently while supporting other Profit centers requirements; thus, leveraging overall efficiency of Reliable First. In a very short time span Reliable First have earned a name for themselves by expertly managing mass recruitments for various Companies. At present, they are administering payroll for more than 2,500+ employees of several companies and managing more than 5,000+ employees on contract basis with various companies. Reliable first is strategically segregated in four profit centers: • Recruitment & Process outsourcing (Domestic & International) • Payroll processing & Legal compliance • HR Outsourcing/Flexi staffing • Management, Training & Development

**LINKEDIN PROFILE:** [Reliable First Adcon Private Limited: Overview | LinkedIn](#)

**DESIGNATION OFFERED:** HR Recruiter

**COURSE ELIGIBLE:** **BBA (HR)**

**ELIGIBLE PASSING YEAR:** **2023**

**REMUNERATION OFFERED:**

- **INR 15,000 PM and Above, which Depends on your interview**
- Every year an Increment will be provided by the company as per candidates' performance.

**WORK LOCATION:** PAN India

**JOINING:** Immediate

**SELECTION PROCESS:** Google Meet Virtual Interview

**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/BnviLu2PRB8cn4RH9>**

**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 Faculty Coordinators.

**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 the student's own name.

**08. Registration deadline for Nomination: 11:59 pm, 25<sup>th</sup> November 2022.**

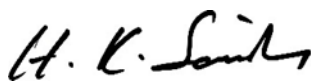
**09.** One student can Register only once, thus be cautious while registering.

**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.** For queries you may write a mail to [placements@arkajainuniversity.ac.in](mailto:placements@arkajainuniversity.ac.in).

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 and clearly understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.