

ARKA JAIN UNIVERSITY

TRAINING & PLACEMENT DEPARTMENT

PLACEMENT OPPORTUNITY@ MARUT AIR SYSTEMS PVT.LTD.

NOTICE NO. : AJU/T&P/PG/0047/23-24

DATE: 18/05/2024

NAME OF COMPANY: MARUT AIR SYSTEMS PVT.LTD.

PAYROLL COMPANY NAME: MARUT AIR SYSTEMS PVT.LTD.

Registration Deadline is 11:59 AM, 20th May 2024

COMPANY PROFILE

Marut Air Systems Pvt. Ltd. stands as India's leading manufacturer of industrial ventilation products. With a remarkable 100% sales conversion ratio, they are the epitome of excellence in solving industrial ventilation challenges. Their highly engineered, cost-effective, and environmentally friendly products have set industry standards and are trusted by leading brands across the nation.

OFFICIAL WEBSITE: <https://marutair.com/about-us/>

DESIGNATION: Human Resource Generalist

JOB RESPONSIBILITIES:

- Filling positions within an organization.
- Designing and implementing recruiting systems for the organization.
- Developing your own network of suitable candidates.
- Handling of administration and record-keeping.
- Working with organizations to develop a recruitment plan.
- Executing recruitment plans efficiently.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Preparing job offers, appointment documents and all the employee life cycle documents.
- Conducts or acquires background checks and employee eligibility verifications.
- Performs routine tasks required to administer and execute human resource programs
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Networking with various institutions and social media

SKILLS REQUIRED:

- Excellent verbal and written communication
- Relevant experience in Recruitment
- Hands on knowledge of Recruitment portals
- Ability to architect strategy along with leadership skills

- Excellent active listening, negotiation and presentation skill

QUALIFICATION: MBA (HR) ; Passing Year 2024

SALARY OFFERED: CTC UPTO 3 LPA

GENDER: Male & Female

SELECTION PROCESS:

1. PPT
2. Written Test
3. Personal Interview

JOB LOCATION: Science City Road, Ahmedabad, Gujarat

TENTATIVE DATE OF JOINING: Immediate

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/zsQfwTgSgFkPTtrbc6>

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 11:59 am, 20th May 2024.

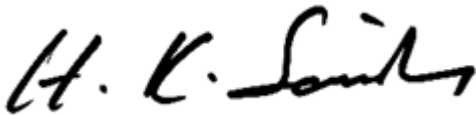
07. One student can Register only once, thus be cautious while registering.

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 @ 9831664615 (Mr. Rahul Rej – Sr.Manager T&P, 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.