F. No.: GGSIPU/CCGPC/2023/_645_   8th July 2023

Sub. Internship cum Placement opportunity for MBA (HR) students of GGSIP University passing out in 2023 in the company "GeeksforGeeks".

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Internship cum Placement opportunity for MBA (HR) students of GGSIP University passing out in 2023 in the company "GeeksforGeeks" for your reference and circulation to students to apply on given link by **9th July 2023**:

Registration Link – **https://forms.gle/8D12K1QycsBfaP4v5**

Name of Company: GeeksforGeeks

Role: HR Recruiter Intern

Internship Duration: 6 Months

Stipend: 15K

Salary Post Full Time Conversion: 3.0 - 4.0 LPA

Job Location: Noida, Sector 136

Eligibility: MBA(HR), 2023 Passout

Please Note:
- **Full-Time Conversion is subject to performance of the candidate during the Internship Period.**

Please find JD below for more details.

LAST DATE FOR REGISTRATION IS 9th July 2023.

(Ms. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIP University

Job Description
GeeksforGeeks is looking for ambitious and skilled HR personnel to work on the company's
recruitment process. We are looking for an individual with a passion to hire for IT roles and Non-IT Roles.

● Responsible for effective sourcing, screening and interviewing candidates.
● Will work on creating job descriptions for all positions at regular intervals and update them in consultation
with the respective managers.
● Will be conducting the first round of telephonic interviews for the candidates, and will act as a POC for the
candidates throughout the recruitment process.
● Will be responsible for scheduling all the interview rounds for an applicant, till the time a final call has been
made on the candidature.
● Will create and manage recruitment data and produce recruitment reports.

Requirements
● Good at networking online and offline with potential candidates.
● Knowledge of full recruitment life-cycle
● Should be good in Post offer follow up
● Should be comfortable to do cold calling
● Good verbal and written communication skills are must

Benefits
- Breakfast & Lunch at Office
- Flexible Working Hours