



## AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

### **Ernst & Young** **Recruitment Opportunity – 2019 Batch** **( ONLY FOR UNPLACED STUDENTS )**

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| <b>Company</b>           | Ernst & Young  |
| <b>Batch</b>             | <b>2019 Passing Out Batch</b>  |
| <b>Joining Date</b>      | <b>Immediate</b>   |
| <b>Date of Campus</b>    | Will be Informed later   |
| <b>Time</b>              | Will be informed later   |
| <b>Venue</b>             | Will be informed later   |
| <b>Job Profile</b>       | Profile 1 – HR Contractor<br><br>Profile 2 – Associate Finance ( Contractual)  |
| <b>Eligible Degrees</b>  | Profile 1 - B.Tech<br><br>Profile 2 - MBA  |
| <b>Eligible Branches</b> | Profile 1 – B.Tech ( All )<br><br>Profile 2 – Finance  |
| <b>Location</b>          | Gurgaon  |
| <b>Salary Package</b>    | Profile 1- 2.5 LPA<br><br>Profile 2 - 2.5 LPA  |
| <b>Job Description</b>   | <p><b><u>Profile 1</u></b></p> <p>Administer the Campus Recruiting strategy, including identifying creative approaches to Campus Recruiting support activities.</p> <p>Utilize the Campus Applicant Tracking System (ATS) in order to track and report on candidates.</p> <p>Help keeping the candidates warm.</p> <p>Determine the interviewer lists for campus group office visits.</p> <p>Organize and execute campus events, the internship and Summer Leadership programs, as directed.</p> <p>Work with client service teams, to provide status updates on candidates.</p> <p>Maintain a calendar of campus events.</p> <p>Utilize the Recruiting Connection and other recruiting databases, to confirm that recruitment forms, presentation materials and general references are current.</p> <p>Help validate documentation, and collect new hire documentation</p> <p>Maintain professional knowledge and experience. Build functional and/or technical knowledge and skills necessary, and keep up-to-date with recruiting</p> |

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|---------------------------|---|
|                           | <p>developments.</p> <p>Work with recruiters and groups, to maintain relationships and make necessary adjustments to direction as appropriate</p> <p>Identify issues and escalate as appropriate</p> <p><b><u>Profile 2</u></b></p> <p>Good MS Excel Skills,<br/>Basic Accounting Knowledge<br/>Conversant with Indian TDS rules ,26AS</p>  |
| <b>Documents Required</b> | <p>a. Campus ID Card : Mandatory</p> <p>b. College ID Card : Original as well as Photocopy</p> <p>c. Passport Size colour Photos : Five in Numbers</p> <p>d. Photocopies of all Mark sheets : X, XII, UG (All Semesters)</p> <p>e. Updated Resume : Two in Numbers</p> <p>f. A4 sheets for rough work : Five in Numbers</p> <p>g. Stationery items : Stapler, Glue Stick, Pen, Pencil, Eraser etc</p> |
| <b>How to Apply?</b>      | <p>Interested and eligible students need to apply on the link given below latest by 21<sup>st</sup> Oct 2019 by 1 PM</p> <p><a href="#">CLICK HERE</a></p>  |

**My Best Wishes are with you!**

**Prof. Dr. Ajay Rana**  
**Advisor**