



## AMITY TECHNICAL PLACEMENT CENTRE

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

**Placement Policy:** Amity strictly follows 'One Students One Job Policy'.

But Students **from Core branches** will be given one additional job opportunity in their core domain. (For Eg. If any Mechanical student is placed in an IT company he / she will also be allowed to appear in his / her core companies till he gets one final job offer from Core Company. Similar rule is applicable for EC, ET, EEE, EI, IC, MAE, Civil, Biotech & Aerospace students etc.

**Dream Offer:** Dream offer is only applicable when student is getting package which is (Current Package x 2 – 1 Lakh)

Click below mentioned link to read placement Policy in Detail.

[Placement Guidelines](#)

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### **MASTECH DIGITAL** **Campus Placement - 2020 Passing Out Batch** **( Only for Unplaced )**

<b>Company</b>	MASTECH DIGITAL		
<b>Batch</b>	2020 Passing Out Batch		
<b>Joining</b>	Jan 2020		
<b>Date of Campus</b>	Will be Informed later		
<b>Reporting Time</b>	Will be Informed later		
<b>Venue</b>	Will be Informed later		
<b>Job Title</b>	Trainee - Recruiter		
<b>Eligible Degrees</b>	B.Tech / BCA / MCA		
<b>Eligible Branches</b>	All		
<b>Eligibility Criteria</b>	10 <sup>th</sup>	-	60 % Criteria
	12 <sup>th</sup>	-	60 % Criteria
	Graduation	-	60 % Criteria
	Post-Graduation	-	60 % Criteria
<b>Location</b>	Noida		
<b>CTC</b>	3.00 LPA		
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>Interpret, analyze and understand the client requirements and effectively use the job boards and other sourcing tools to identify</li></ul>		

	<p>qualified candidates.</p> <ul style="list-style-type: none"><li>• Evaluate candidates strengths compared with clients requirements by, for example, evaluating, screening, and interviewing the candidate.</li><li>• Negotiate wage rates and other terms and conditions of employment with candidates, and gain commitment from candidates for current and future job requirements.</li><li>• Co-ordinate necessary pre-employment processes including reference checks and background/drug tests.</li><li>• Manage contract employees while on assignment and generate sales and candidate referrals.</li><li>• Work with Account Managers to identify top accounts, target skill sets, key market segments, and to assess clients staffing requirements and build candidate database with niche skills.</li><li>• Communicate with peers by sharing recruiting best practices and providing accurate, thorough documentation on contract employees in applicant tracking systems or other documentation tools.</li><li>• Maintain relationships with industry contacts to provide customer service, gain industry knowledge, and get referrals and sales leads.</li></ul>																																
Skills Required	<ul style="list-style-type: none"><li>• Proficient in Microsoft Office</li><li>• Excellent command over English (BOTH spoken and written)</li><li>• Eagerness to learn, understand the IT Technology and skills</li><li>• Willing to work in US timings (Night Shift)</li><li>• Excellent networking skills, people person and team player</li><li>• Creative and Research Oriented</li><li>• Good Reasoning, Quantitative Skills and organization skills</li><li>• Strong Analytical and interpersonal skills</li><li>• Good comprehension and articulation skills</li></ul>																																
Dress Code	<p>Strictly Formals</p> <p>Only and Only White shirt and Black Trouser, Tie, Full Length Socks, Black Shoes for Boys</p> <p>Similar related Outfit for female candidates.</p> <p>Students in any other combination or colour of formal will be sent back</p>																																
Documents Required	<table><tr><td>1</td><td>Campus ID Card</td><td>:</td><td>Mandatory</td></tr><tr><td>2</td><td>College ID Card</td><td>:</td><td>Original as well as Photocopy</td></tr><tr><td>3</td><td>Passport Size colour Photos</td><td>:</td><td>Five in Numbers</td></tr><tr><td>4</td><td>Photocopies of all Mark sheets</td><td>:</td><td>X, XII, UG (All Semesters)</td></tr><tr><td>5</td><td>Updated Resume</td><td>:</td><td>Two in Numbers</td></tr><tr><td>6</td><td>A4 sheets for rough work</td><td>:</td><td>Five in Numbers</td></tr><tr><td>7</td><td>Stationery items</td><td>:</td><td>Stapler, Glue Stick, Pen, Pencil, Eraser etc</td></tr><tr><td>8</td><td>1 Government photo ID Proof</td><td>:</td><td>Original as well as Photocopy</td></tr></table>	1	Campus ID Card	:	Mandatory	2	College ID Card	:	Original as well as Photocopy	3	Passport Size colour Photos	:	Five in Numbers	4	Photocopies of all Mark sheets	:	X, XII, UG (All Semesters)	5	Updated Resume	:	Two in Numbers	6	A4 sheets for rough work	:	Five in Numbers	7	Stationery items	:	Stapler, Glue Stick, Pen, Pencil, Eraser etc	8	1 Government photo ID Proof	:	Original as well as Photocopy
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How to Apply?	<p>All interested and Eligible students need to apply on the link below latest by 6<sup>TH</sup> November 2019</p> <p><a href="#">CLICK HERE</a></p>																																

**My Best Wishes are with you!**

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