

**RAMANUJAN COLLEGE**  
Accredited Grade 'A++ (3.71)' by NAAC  
(University of Delhi)  
C.R. Park Main Road, Block H,  
Kalkaji, New Delhi-110 019  
ISO 9001:2008 Certified Organisation



**रामानुजन महाविद्यालय**  
नैक द्वारा मान्यता प्राप्त ग्रेड ए++ (३.७१)  
(दिल्ली विश्वविद्यालय)  
सी आर पार्क, मुख्य सड़क, ब्लॉक एच,  
कालकाजी, नई दिल्ली- ११००१९  
आई एस ओ ९००१:२००८ प्रमाणित संगठन

**NOTICE**  
**PLACEMENT & CAREER DEVELOPMENT CELL**  
**Uptop Careers**  
**Internship Notice**

Date- 10<sup>th</sup> January 2024

**Notice No: 240105**

**About the Company**

UptopCareers.COM arranges professional executive certifications for professionals gain exposure to top-notch faculty and peers, insights into industry trends and practices, networking opportunities, and a better understanding of the management education landscape.

Uptopcareers fosters cross-industry and cross-geographical networking, opening doors to fresh career prospects and professional growth.

Website: <https://uptopcareers.com/>

**Profile:** HR Recruiter Intern

**Eligibility:** All Courses | All Years

**Stipend:** INR 15k-18k

**Job Location:** Gurugram

**Roles and responsibilities:**

- Post job openings and source CVs from various portals.
- Screen resumes and shortlist candidates.
- Conduct telephonic interviews.
- Coordinate candidate interviews and provide feedback.

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## रामानुजन महाविद्यालय

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### Skills and Competencies required:

- Solid understanding of HR concepts and recruitment processes.
- Strong communication skills.
- Detail-oriented and adaptable.

Apply at: <https://forms.gle/EM72UNKay9YqhLPy6>

Last Date to Register: 12<sup>th</sup> January 2024

In case of any queries, please contact [Mansi](#) (Placement Co-Ordinator).

**Note:** If you are applying for this Placement/Internship Drive, then it is compulsory for you to attend the interview session, if not then you will be **BLACKLISTED**, and won't be able to appear for any further Placement Drives. We at Placement and Career Development Cell work hard to invite companies at the campus to recruit students, but with this behaviour, companies deny to connect with us in further drives.

If your issue is genuine, mail us at [placement@ramanujan.du.ac.in](mailto:placement@ramanujan.du.ac.in) explaining why you didn't attend the session.

If your reason would be genuine your name will be withdrawn from the BLACKLIST.