
JD & PROCESS DETAILS --POOL CAMPUS DRIVE-TU

GRIFEO TECHNOLOGY IN <process@grifeo.com>

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To: placements <placements@tripurauniv.in>, placement4ustd <placement4ustd@gmail.com>

Reverend Sir/Madam,

**As discussed ,
Welcome....**

G Grifeo's profile...At The Very Outset , We Would Like To Introduce Ourselves As The Pioneers In The Field Of Hr Industry. It Is The Most Trusted Name In Segment Hr Development & Profile Management.

We are expressing our profound gratitude as you are considering Grifeo as your career partner. In brief, for your reference, Grifeo exists on the earth since 2010 & on to campus recruitment activity since 2016, almost 700 fresher's are being placed to its various client locations across the country at candidates native state, since then from our Bhubaneswar Corporate Office. Corporate Profile & Job Description are attached with the mail.

Its having client-base, across the country & more information, recruitment terms, kindly visit our website & other social platforms like LinkedIn & FB.

GRIFEO Is A Very Trusted Name In The Field Of Hr/ Support/ Education/Engineering In Corporate Segment. All The Industries In The Country Have Been Received Services From GRIFEO On Multiple Modules At Various Locations.

Working since 9 years , expertise in HR Management, working in Education domain as well as industrial domain in PAN india location, having strong clients & associates base , delivering HR services starting from sublime & iconic Govt & Private private institutes to Renowned conglomerates including almost 160 large/medium/small industrial clients , expertise in the making of profile analysis for Human Resource To Fulfil Right Profile Right Candidate.

Having Almost In Years Of Glorious Experience Which Industries' Top Notch , GRIFEO Provides Various Profile Management Services For The Candidates , Like Professional Resume Creation Analyzing The Background Of Any Candidate, To Ascertain The Future Growth And Prospect Of The Candidate, Making Expert Review To Understand The Potentiality & Strength Of The Candidate, Which Significantly Help The Industry, To Depute The Candidate On Right Position.

It GRIFEO, Believes That Candidate Energetic So It Would Cope Up With The Changing Environment & Bring Forward Organization To The Summit. GRIFEO Has Clients / Associates Across The Country, They Are Into Telecom / Civil & Construction Business. Their Projects Are Running Several Places.

If you consider Grifeo's industry profile , working since 9 years , expertise in HR Management, working in Education domain as well as industrial domain in PAN india location, having strong clients & associates base , delivering HR services starting from NIT,IIT , several sublime private institutes to Microsoft , TCS ,TelePerformance & almost 160 large/medium/small industrial clients.We believe Right Position For Right Profile , so we always care our employees with personal care to develop its future aspect.

Furthermore,IN 2020, we conducted hiring from like GBPIET(PAURI,UK),RIT(SANGLI, MH),SPHOORTY(HYD,TL),TEC(TADIPATRI,ANDHRA),GNDECB(BIDER,KA),AITM(BELGAUM,KA),

ORGANIZATION STRUCTURE -

- **Register Trademark : Grifeo**
- **Parent Organization: MM Media & Management Services**
- **Corporate Office: Bhubaneswar, OD**
- **Marketing Office - Kolkata & Pune**
- **Organization Type: Registered Partnership Firm**
- **Year of Establishment: 2010**
- **Any Other Sister Organization/s: No**
- **Associates:160 numbers across India**
- **Total Employee: 15 In House on Payroll**
- **Organization Expertise – Profile Management Services**
- **Recruitment For: Own Operation & Client Service**
- **Name of The Client: visit www.grifeo.com for details**
- **Service: Profile Management , Client Service & Customer Service**

BASIC VACANCY DETAILS-

Designation	Minimum EQ	Branch	Package	YOP
Project/Assistant Manager (Technical)/	B.Tech/BE/MCA/Diploma/GRADUATE	As Per UGC Norms	Upto 2.5 - Diploma/Gra & 3.5-4.8 L/- Annum CTC	2020

Basic Profile Information -

- **Minimum Marks Criteria: No**

- **Age Criteria: Min. 18 Years.**
- **Caste Relaxation: N/A**
- **Date Of Joining: August/Sep,2020**
- **Training Location: Not Applicable**
- **Job Location: PAN INDIA(As per client specification/ Within the Native State /Neighbor State Of the Candidate,If position exists)**
- **Communication Skill in English, Hindi & Any Local Language**
- **Knowledge on Informative World**
- **Basic computer operation**
- **Develop a strategy the team will use to reach its goal**
- **Provide any training that team members need**
- **Communicate clear instructions to team members**
- **Listen to team members' feedback**
- **Monitor team members' participation to ensure the training they are providing is being put into use, and to see if any additional training is needed**
- **Manage the flow of day-to-day operations**

Kindly find the brief of the recruitment process-

1. **As drive conducted physical , so neither institute nor student has to pay any fee to appear.But institute has to arrange his the Accommodation , Local hospitality & local amenities as mutually agreed**
2. **It is completely conditional recruitment activity , neither any training program or internship.**
3. **Selected students will get 5 opportunities to choose & no fee to be paid in future for employment purpose.It does not contain any non-paid training period.Grifeo or MM MEDIA & MANAGEMENT SERVICES or any of its associate does not commit to provide any job by exchanging money.**
4. **At student side, students expenditure comes around 0/- - 1450/- Documentation.Moreover, student side any valid expenditure is reimbursed once successful joining.**
5. **After completion of the process,result & approach letter will be declared within 24 hours.**
6. **Placement process to be started July-20 , but formality of documentation must be completed within 7 days of declaration of list.**
7. **Placement location is as per opportunity & choice of student.**
8. **Financial benefits upto 4.8 L/CTC/Annum.We do not make any kind of bond.**
9. **Placement Sector - EDUCATION/BPO/MIS/SITE/BO (As,Where,When Available).**
10. **Placement Profile - To be finalized as Candidate's Profile & Necessary Discussion.**

11. **.DISCLAIMER ON DATA SECURITY - Grifeo a unit of MM Media Management Services , always vow to maintain customer confidentiality since the inception.We have record to keep the data safe in our custody & never sell / lease / use any other purpose except the purpose it has been provided by the customer**
12. **DATE OF DRIVE - 25.02.20-29.02.20**

RECRUITMENT PROCESS -

1. **Online Exam consists of "APTITUDE TEST" and followed by "TECHNICAL TEST" for every candidate without any break.Candidates should visit www.careerhunk.com for login ,using their login id and password.Log in information has been attached.It is for 20 minutes.**
2. **PI/Tele_Conference(In case of Virtual Drive)**
3. **Once examination over, the final list of the selected candidates will mail to the institution authority.**
4. **Within 7 working days selected candidate will receive "Confirmation Letter".**
5. **In case of on campus , complete expenditure of will be taken care by the institute only.**
6. **Grifeo works as facilitator.Opportunities are being provided under specific program based upon GCEP.**
7. **Grifeo is not responsible , in any circumstances , for any type of expenditure like TA,Accommodation or anything.**
8. **AIM of Grifeo to facilitate employability of a person.**
9. **Attendance/acceptance is the complete discretion of the candidate.**

Regards,

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