



Required Freshers- Technical Recruiter

8 messages

Meetali Uniyal <meetali@mytat.co>
 To: Meetali Uniyal <meetali@mytat.co>
 Bcc: placementstias@tecnia.in

Sat, Mar 26, 2022 a

Dear Sir/Ma'am,

Mytat is looking for a Technical Recruiter position.

Location- Delhi(Vasant Kunj)- Work from Office
 Salary- Rs 25,000 Fixed + variables
 Experience- Fresher
 Gender- Female
 Communication- Excellent
 Office Timing: 10 Am to 6 PM. Monday to Friday from Vasant Kunj office and Saturday from home.
 A laptop is a must. Excel knowledge would be an added advantage.

Attaching the jd for your reference.

Let me know if you have interested students.

Regards,



Meetali Uniyaal
MYTAT
M: +91 7895555137
W: www.mytat.co

Recruiter-Job-Description-.docx
 159K

Placements TIAS . <placementstias@tecnia.in>
 To: placementstias@tecnia.in

Sun, Mar 27, 2022 at 3:58 AM

Thanks & Regards,

Dr. Nivedita
 Head - Training and Placement Cell
 8882927696



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.inWebsite: <http://tiaspg.tecnia.in>

DISCLAIMER: This message is intended solely for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential and otherwise legally exempt from disclosure. If you are not the named addressee, or have been inadvertently referenced in the address line, you are not authorized to read, print, retain copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

[Quoted text hidden]

Recruiter-Job-Description-.docx
 159K

Placements TIAS . <placementstias@tecnia.in>
 To: Meetali Uniyal <meetali@mytat.co>

Sun, Mar 27, 2022 at 4:00 AM

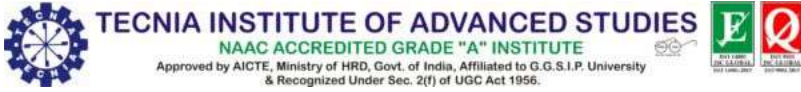
Hi Meetali,

Thank you for your email. We will revert soon.

Thanks & Regards,

Heena Lal
TPO
9899849019

Dr. Nivedita
Head - Training and Placement Cell
8882927696



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>



DISCLAIMER: This message is intended solely for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential and otherwise legally exempt from disclosure. If you are not the named addressee, or have been inadvertently referenced in the address line, you are not authorized to read, print, retain copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

[Quoted text hidden]

Placements TIAS . <placementstias@tecnia.in>
To: placements@tecnia.in

Sun, Mar 27, 2022 at 5:16 AM

Thanks & Regards,

Dr. Nivedita
Head - Training and Placement Cell
8882927696



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>



DISCLAIMER: This message is intended solely for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential and otherwise legally exempt from disclosure. If you are not the named addressee, or have been inadvertently referenced in the address line, you are not authorized to read, print, retain copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

----- Forwarded message -----
From: Meetalı Uniyal <meetalı@mytat.co>
Date: Sat, Mar 26, 2022 at 2:13 AM
Subject: Required Freshers- Technical Recruiter
To: Meetalı Uniyal <meetalı@mytat.co>

[Quoted text hidden]

Recruiter-Job-Description-.docx
159K

Meetalı Uniyal <meetalı@mytat.co>
To: "Placements TIAS ." <placementstias@tecnia.in>
Cc: Rahul Jatain <rahul@mytat.co>

Thu, Mar 31, 2022 at 3:47 PM

Dear Heena,

In regards to our conversation regarding open position in Mytat as an Hr Recruiter

Main Job Title: Recruiter

- Main Employer: Mytat
- Industry: IT/Software
- Experience: Fresher
- Education: bachelor degree Required
- Salary: Upto 25k + Incentives
- Gender- Female Only

Office Location:

New Delhi, Vasant Kunj.

Office Timings- 10 to 6 pm (Monday to Friday), Saturday(Work from Home)

Laptop is Mandatory

Job Description

We are looking for a Recruiter. You will be the first layer in our quest to find the best and brightest talent. The below list isn't exhaustive and you must be ready to say hello to multi-tasking.

- ★ Develop recruitment goals and objectives (e.g. the number of sourced candidates, resumes viewed per week).
- ★ Search resume databases for the fittest candidates.
- ★ Communicate with Hiring Managers to determine the effectiveness of recruiting plans and implementation.
- ★ Build networks to find qualified active and passive candidates.
- ★ Post openings to job boards and other position-appropriate channels.
- ★ Review applicants to evaluate if they meet the position requirements.
- ★ Submit resumes of qualified applicants to the Hiring Manager.
- ★ Prepare a report on a weekly basis for the tasks completed or in progress.

JOB REQUIREMENTS

- ★ Ability to learn about the position requirements for different industries.
- ★ Ability to scan large volumes of resumes.
- ★ Excellent verbal and written communication in the English language.
- ★ You should be a Graduate.
- ★ You should be confident, strong but obedient when you need to be

Hiring Process

Candidates for this position can expect the hiring process to follow the order below upon successful clearing of every round

- Initial Video assessment on MyTAT platform.
- Shortlisted candidates will be invited for first face to face interview(Offline/ Online for outside Delhi NCR College)
- Successful candidates will subsequently be made an offer via email

About Mytat

MYTAT is an integrated HR Solution Platform & Edtech Solution as PaaS (Platform as A Service)

MYTAT enables HR Functions with Applicant Tracking System (ATS), Assessments, Lateral and Campus Hiring Solutions, and Learning Management System (LMS). Being AICTE's NEAT partner, MYTAT has reached in educational institutions across India.

Powered by AI/ML technology-based engine, it has its own proprietary audio and video communication channel. Therefore, whether it is MCQ, Aptitude, Psychometric, Coding, Subjective or Psychometric assessment, MYTAT helps you with GDPR compliant standards in Managing Talent Intake and Talent Transformation. On the other hand, it provides a complete ecosystem for Educational Institutions.

website :<http://www.mytat.co>

linkedin :<https://www.linkedin.com/company/mytat/mycompany/>

Please find below the google form link that has to be filled by Interested candidates.

<https://forms.gle/eNavGiFWfccTUUYZ7>

[Quoted text hidden]

--

[Quoted text hidden]

Placements TIAS . <placements@tecnica.in>

To: Meetali Uniyal <meetali@mytat.co>

Cc: Rahul Jatain <rahul@mytat.co>

Sat, Apr 2, 2022 at 5:57 AM

Hi Mitali,

Please find below the link for the list of interested candidates in the required profile and kindly confirm the further process.

https://drive.google.com/drive/folders/10C118_jh6OjG52WuP8ldOv_mWRJSgdWwQAYdz1TR71pvMXJ2g-tp9HU7LwBHnkeiewuXG0C?usp=sharing

Thanks & Regards,

Heena Lal
TPO
9899849019

Dr. Nivedita
Head - Training and Placement Cell
8882927696



TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE
Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to G.G.S.I.P. University
& Recognized Under Sec. 2(f) of UGC Act 1956.



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>



DISCLAIMER: This message is intended solely for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential and otherwise legally exempt from disclosure. If you are not the named addressee, or have been inadvertently referenced in the address line, you are not authorized to read, print, retain copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

[Quoted text hidden]

Meetali Uniyal <meetali@mytat.co>
To: "Placements TIAS ." <placementstias@tecnia.in>
Cc: Rahul Jatain <rahul@mytat.co>

Tue, Apr 19, 2022 at 1:32 PM

Dear Heena,

This is to inform you that 2 students Namrata and Muskaan came for the F2F Round in the office , but unfortunately they are not shortlisted for the role.

[Quoted text hidden]

Placements TIAS . <placementstias@tecnia.in>
To: Meetali Uniyal <meetali@mytat.co>
Cc: Rahul Jatain <rahul@mytat.co>

Wed, Apr 20, 2022 at 3:26 AM

Thank you, Meetali.

Thanks & Regards,

Heena Lal
TPO
9899849019

Dr. Nivedita
Head - Training and Placement Cell
8882927696



TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE
Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to G.G.S.I.P. University
& Recognized Under Sec. 2(f) of UGC Act 1956.



Institutional Area, Madhuban Chowk, Rohini, Sector - 14, Extn. , New Delhi - 110085

Ph: 27555121-22-23-24 Fax: 27555120; Email: placementstias@tecnia.in

Website: <http://tiaspg.tecnia.in>



DISCLAIMER: This message is intended solely for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged or confidential and otherwise legally exempt from disclosure. If you are not the named addressee, or have been inadvertently referenced in the address line, you are not authorized to read, print, retain copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

The authenticity of this message cannot be vouched for. It may be spoofed. Please treat hyperlinks and attachments in this email with caution.

[Quoted text hidden]