

**Barrackpore Rastraguru Surendranath College**

(with Autonomous Post Graduate Courses)

85, Middle Road & 6, Riverside Road, Banackpore, Kolkata- 700120

NAAC Re-accredited in 4th Cycle, DST-FIST Funded, DBT BOOST and Colleges with Potential for Excellence (CPE)

No. 2023-24/190

NOTICE

Dt. 23.04.2024

**Recruitment for Trainee Executive**

All the Students are hereby informed about the Recruitment for Trainee Executive for the Students (UG and PG) Year of Passing – 2024, 2023 & 2022 (UG and PG).

The relevant Details about the Recruitment is mentioned hereunder:

Name of the Company / Organization	:	Sister Concern of Einfach Group, Kolkata
Position	:	Trainee Executive
Eligible Students	:	Year of Passing – 2024, 2023 & 2022 (UG and PG)
Job Description	:	1. Co-ordinate with client on the behalf of the company 2. Vendor Management 3. Reporting and feedback to the company management
Mode of Work	:	Work from Home
Working Hours	:	Monday to Friday (9 Hours a Day) with flexible timings and work life- - balance
Mandatory Requirement	:	Candidate MUST HAVE a Desktop Computer / Laptop with Internet Connection
Skills Required	:	# Excellent verbal and written communication skills # Flexible with US timing
Salary	:	As per industry standards based on the qualification and interview
Mode of Interview	:	Interview of the Shortlisted students will be conducted Over phone call/ Virtual (2-3 rounds)

**Mode of Application - LAST DATE : 26<sup>th</sup> April, 2024**

Step – 1 : Interested Students - Year of Passing – 2024, 2023 & 2022 (UG and PG) – MUST mail their CV / Resume as ATTACHMENT in .PDF format ONLY

Step – 2 : Fill up the Google Form & Upload CV / Resume : <https://forms.gle/qDw8miTLqfSyQ2vs6>

All the HoD, Teacher and Mentors from the UG and PG Departments of the college are requested to render their cooperation & support in this regard.

Sd/-  
Principal  
Principal Barrackpore Rastraguru Surendranath College