

Barrackpore Rastraguru Surendranath College

(with Autonomous Post Graduate Courses)

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

NAAC Re-accredited in 5th Cycle - Grade "A", DST-FIST Funded, DBT BOOST and Colleges with Potential for Excellence (CPE)

Notice No. 2026-27/ 65

Date : 11/09/2026

Placement Program for Female Graduate students for the position of Management Trainee - HR (Recruiter) at Inner Eye Consultancy Services LLP, Kolkata

Job Title / Designation	Management Trainee - HR (Recruiter) – FEMALE CANDIDATES ONLY
Eligibility	Graduate FEMALE STUDENTS from - BA English Hons, B.Sc (any subject Hons), B.Com Hons; Year of Passing Graduation – 2025, 2024 & 2023
Salary per Month	The CTC will be 2 to 3 LPA
Other Relevant Details	• Location: Kolkata, West Bengal • Interview mode - Face to face interview with HR team at our head office and the shortlisted candidates will bring only ONE hardcopy CV for the interview round. Also, the shortlisted candidates need to carry a Govt. ID (Original) on the day of the Interview (AADHAR Card / PAN Card etc.)
Service Bond (Management Trainee Working Bond)	<i>Management Trainees a working bond is there as a mutual relationship and trust between the organization and the new employees, please note the following regarding the same. It is same for all freshers (MT).</i> <i>There will be a BOND for Management Trainee position for 1 year. They will be probation period for first 1 year & after 1 year they will receive the confirmation.</i> <i>The Employee acknowledges that substantial costs have been invested on him/her for training him specifically for effectively handling the job responsibilities and, any discontinuance of the employment before the expiry of One year would unfairly prejudice the Company, and, as such, the Employee undertakes not to leave the services of the Company, for any reason whatever, for a minimum period of one year from the date of his/her joining the services of the Company. In case the Employee, for any reason, leaves the services of the Company before the said period of one year, then he/she shall forthwith pay a sum equivalent to his/her six months' salary (Gross Pay) being the indemnification of the cost of training to the Company. (as communicated by the Company)</i>
Job Objective	Motivated and results-driven Recruiter to identify, attract, and hire top talent for the organization. The Recruiter will collaborate with hiring managers, manage the end-to-end recruitment process, and ensure a positive candidate experience. With Recruitment parts of HR Operations like Induction, Onboarding, Letter issuing, Documentation of employees, employee engagement.
Skills Required	A. Communication B. Interviewing and assessment C. Stakeholder management D. Negotiation and offer management E. Relationship building F. Time management
Role & Responsibility	A) Partner with hiring managers to understand staffing needs and job requirements. B) Create and post job advertisements on job boards, social media, and company career pages. C) Source candidates through various channels, including LinkedIn, job portals, referrals, and networking. D) Screen resumes and conduct initial candidate assessments. E) Schedule and coordinate interviews with hiring teams. F) Conduct reference and background checks as required. G) Manage candidate communications throughout the hiring process. H) Maintain recruitment databases and applicant tracking systems (ATS). I) Build talent pipelines for current and future hiring needs. J) Monitor recruitment metrics and provide hiring reports.

Company Profile	Inner Eye Consultancy Services LLP - a software Company, based in Kolkata – is operating as an ancillary of "Mendine Group of Companies" Inner Eye Consultancy Services LLP used to operate in the domains of Business Process Outsourcing Services, Management Information Systems (MIS), Data Network Services, Multimedia Network Services, Human Resource Management System and to undertake e-commerce business as well as to plan, establish, develop, provide, operate and maintain all types of transcription, data processing and IT related services, voice, internet messages information and security services. Inner Eye Consultancy Services LLP provide expertise consultancy services for any of the above related activities pertaining to intellectual property rights and to act as consultant and to provide solutions or services, audit - on all matters related to management, administration, planning, manufacturing, storage, process, systems, techniques, training of personnel, design, development, sales & marketing, distribution etc. and to render all such other services as may be ancillary or incidental to any of the operational factors as per the requirement of any business or industry.
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Steps for Registering for the Recruitment Process	
Last Date for Application	September 18, 2026 (Friday) – by end of the day
Mandatory Step : 1	Interested students (Female Students Only) from BA English Hons, BSc (any subject Hons), B.Com Hons; Year of Passing Graduation – 2025, 2024 & 2023 : MUST Prepare their Updated Resume / C.V in .PDF Format Only
Mandatory Step : 2	Fill-up the Google Form & Upload the Resume / CV Google Form Link : https://forms.gle/xumV6RKWTcXAkPML7

Interested students matching the **Eligibility Criteria** (as Mentioned above) are hereby informed to apply for the recruitment process and avail the opportunity.

The HoD and other Members of Faculty from the departments of the college as mentioned in the Eligibility Section of the present Notice are requested to render their support by sharing the information to the **Female Students UG : Year of Passing Graduation - 2025, 2024 & 2023** to make this endeavour successful.

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Sd/-
Principal
Barrackpore Rastraguru Surendranath College