

KIL (KNOCIAL INDIA LIMITED)

IS AN INDIAN CORPORATION THAT PROVIDES BUSINESS CONSULTING IN INFORMATION TECHNOLOGY AND OUTSOURCING SERVICES. KNOCIAL INDIA PROVIDES SOFTWARE DEVELOPMENT, MAINTENANCE & INDEPENDENT VALIDATION SERVICES TO COMPANIES IN VARIOUS DOMAINS.

Knocial India Limited was established in 2015 and recently became Public Limited Register under the companies act of 2013. [Pursuant to sub-section (2) of section 7 of the Companies Act 2013 and rule 8 of the companies (Incorporation) Rules 2014].

WE ARE HIRING INTERNS BE FIRST ONE TO APPLY ... LOCATION GURUGRAM | DURATION 3 MONTHS

About the internship: The HR Intern's responsibilities include updating employee absence records, filing HR documents accordingly, initiating background checks on shortlisted candidates, and providing suitable recommendations to improve HR policies. You should also be able to draft employee communications notifying staff of policy and procedural changes.



SELECTED INTERN'S DAY TO DAY RESPONSIBILITIES INCLUDE:



1. Working on recruitment panel
2. Working on admin & Hr operations
3. Working on Inter department coordination
4. Processing recruitment drives, travel plan, invoice and relevant documents about HR and admin department
5. Coordinate with colleges and vendors in interview process
6. Create a good candidate experience during recruitment
7. Maintain reports/MIS against each position
8. Coordinate with multiple recruitment agencies and employee to build a good quality pipeline of talent

SKILLS REQUIRED

1. MS Office
2. Ms Excel
3. Excellent Communication Skills
4. Excellent presentation Skills

WHO CAN APPLY

Only those candidates can apply who:

1. Are available for full time (in-office) Internship
2. Can start Internship immediately
3. Are available for 3 months' duration
4. Have relevant skills and interests
5. Preferred Intern from Delhi NCR

STIPEND



[INR 5000/-] to [INR 10000/-] + Incentives
Stipends depends upon the selection of skillset of the candidate

1. Certification
2. A chance to get full time placement in Knocial India Limited (T&C applied)

