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## RECRUITMENT OF HR PROFESSIONALS FOR VEDAIIT, HYDERABAD

### HR EXECUTIVE

#### Job Description:

- Support in organising recruitment drives, admission tests and interviews for college students through online applications
- On boarding of engineers for training in VEDA IIT and subsequent placement in consortium companies
- Facilitating the training process
- Documentation, record keeping, correspondence, mail communication with students, colleges, universities and consortium companies
- Support in faculty/staff recruitment
- HR functions for VEDA staff
- Organising cultural, co-curricular, social activities and get-together events for VEDA students and staff
- Support for VEDA Alumni
- Any other work that arises from time to time

#### Eligibility:

Any Graduate with good academic record with a flair for HR activities listed in job description and the following:

- Good communication skills
- Knowledge of MS office
- One to two years of fruitful experience as HR in any organization (Freshers will also be considered with relevant background)

ABOUT VEDA



Since 1997



170+ Batches



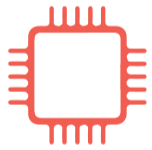
3500+ Students



Well Equipped  
Labs



Top rated VLSI  
Institute



Latest EDA  
Tools



Lead organizers of  
VLSI Conferences



Consortium  
Companies



MoU with  
JNTUH, JNTUK

### APPLY ONLINE – WWW.VEDAIIT.ORG

Last date to apply: 21st December 2020

Suitable candidates are called for interview and shortlisted

Date of commencement of Job: Within a week from the date of selection

Salary: Negotiable based on experience and last pay drawn

Terms and conditions: Will be explained at the time of interview /selection



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**VEDA IIT, a unit of the VEDA Educational Society**

Regd. No. 410/2014 | Email: careers@vedaiit.com

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