



Ravenshaw University  
Cuttack  
**NOTICE**

No. 3961 Dt. 29.09.2018

This is for information of all the shortlisted students of MBA final year that a placement drive for **In2IT Technologies Private Limited** will be organised on **04<sup>th</sup> October 2018** at **09.30 am** in the **Annex-II** of Ravenshaw Convention Centre.

**About In2IT Technologies:**

In2IT is a global technology services firm focused on providing IT Consultancy, Cloud Computing, Business Process Management, Managed Services, Application Development and Maintenance, Technology Infrastructure Services, Programme and Project Management as well as Future Edge Services to its Clientele. We constantly drive towards anticipating the rapidly changing technology landscape and the impact on clients.

We are technology practitioners who work along with our customers to help streamline processes, ensure optimal usage of deployed solutions and deliver a high performance customer-centric service. We are driven by a passion to build innovative businesses for our clients. Our experience shows that if we serve our clients well, our own growth will follow. With more than 80 global customers, we strive to be the first choice for world's best talents. Through our Internal In2IT Academy, we are committed to continuous learning and giving our practitioners freedom to innovate.

In2IT is present across more than 8 countries. In2IT is a CMMI Level 3, ISO 9001:2008, ISO 27000 and ISO 20000-1 certified company. For details on the company logon to [www.in2ittech.com](http://www.in2ittech.com).

**A brief about the Role:**

The company is looking for young vibrant MBA professionals who have the zeal to explore their talents and have an out of box thinking in the field of HR and Finance as major. Candidates having Marketing and/or Systems as minor will be preferred. Finance candidates with HR or Marketing or Systems as minor will also be preferred. The candidates once selected will undergo a training followed by on the job Probation. After successful completion of the probation, they will be confirmed.

**Salary package for the profile is as follows:**

- After successfully completing the MBA course, associates will be getting a package of INR 300,000 per annum
- After the completion of Probation Period in the organization, associates will have a revised salary package of INR 600,000 per annum
- During Internship a stipend of INR 7500 per month during the final year studies for projects. This is to cover a daily allowance for food and travel only when selected candidates are exposed to pre-joining orientation program that will involve investment in terms of trainings, certifications etc. This will help the candidates get ready for their job responsibilities once they join full time.

**The Job Description of the candidates would be as follows:**

➤ **Management Consultant-Human Resources :**

- ❖ Understanding of the full HR life-cycle processes
- ❖ Ability to work on HR systems
- ❖ Preference will be given to candidates who have exposure to Information Technology and have would have worked in developing or using HR systems
- ❖ Bachelor in Technology/Engineering would be considered to be added plus.
- ❖ Understanding of Performance Appraisals and C&B
- ❖ Payroll, Attendance and Leave Management

- ❖ Preparing MIS Reports
- ❖ Maintain Employee files and Database
- ❖ Helping in policy formation
- ❖ On boarding / Off-boarding
- ❖ Employee Relations, Engagement & Training

➤ **Management Consultant – Finance :**

- ❖ Understanding of the Finance process
- ❖ Ability to work on Finance systems
- ❖ Preference will be given to candidates who have exposure to Information Technology and have would have worked in developing or using Finance systems
- ❖ Finalization Of Books
- ❖ Being a self-starter and ability to think beyond prescribed boundary must be maintained.
- ❖ Ensuring books of accounts are presented to the finance head as per the desired dead line; ensure no surprise in the books of accounts.
- ❖ Statutory Compliances - TDS, Service tax, Roc returns , income tax and indirect tax
- ❖ Purchase handling & Bank reconciliations
- ❖ Bank liasoning, MIS - Monthly, Quarterly Profit & Loss review

**Location:** Anywhere in India.

**Mandatory document required:**

- Three copy of updated, printed copy of CV
- Two copies of their latest passport size photograph
- Original documents & Photocopies of all academic certificates & mark sheets
- Student ID card and Aadhar Card along with 1 photocopy each.

***Note: Open SAP certification of the HR Specialization students is mandatory. Students who do not have the certification will not be allowed to sit for the drive.***

**Selection Process:**

1. **Written Test-** The online test link will be shared with you on the day of recruitment. The students need to login with their username (Roll Number) and Password (will be shared by the company)
2. **Group Discussion**
3. **Personal Interview**

All the Shortlisted Students Should report at **Annex-II** on **04<sup>th</sup> October 2018** at **09:00 am**.

*Biswanath Singh*  
29.9.18

Placement Coordinator  
Ravenshaw University,  
Cuttack

Memo No 3962 Dt 29-09-2018  
Copy to MBA Department Notice Board / Head and Placement Advisors of MBA Department/ Director Placement/ Office of the Registrar / OSD Administration/ DSW/ COF/ CCD Office / OS / OIC system / Webmaster with a request to upload in the University Website / Steno to Vice Chancellor for information.

*Biswanath Singh*  
29.9.18

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