



Organization:	Ramkrishna Forgings Limited
Job Title:	Apprenticeship Trainees/ Hr
CTC:	1.5 L PA
Location:	Seraikela, Gate
Departments Eligibility:	Diploma/ Management
Course Eligibility	BBA/ BCOM & Diploma me, EEE
Student Gender Preference:	Any

General Job Description

- Assist the HR team in recruitment activities, including sourcing candidates and coordinating interviews.
- Maintain employee records, documentation, and HR databases.
- Support onboarding processes and employee engagement activities.
- Help in preparing HR reports, attendance records, and other administrative tasks.
- Learn HR policies, procedures, and organizational practices during the apprenticeship period.

BENEFITS

- Fixed Take-Home Pay: A consolidated monthly salary
- Performance-Based Incentives: Attractive sales incentives are based on the achievement of targets and overall performance.
- Comprehensive Training Program: Includes mandatory onboarding and mock training sessions to ensure field preparedness and professional growth.
- Tech-Enabled Field Support: Executives will be provided with an iPad and eSIM to enhance productivity and facilitate seamless field operations.

Eligibility

Management & DIPLOMA

Specialization : Marketing and ME, EEE

Fresher

Technical skills, attention to detail, problem-solving, and communication skills.

Meeting minimum age requirements, typically 18 years old.

Job Reviewed by: Director, Training & Placement

Job Approved by: Director, Training & Placement

Job opportunity provided through: Training and Campus Placement Department