

Dear candidate,

This is to inform you that Model Career Centre Shillong (Employment Exchange, Shillong) is organizing a placement drive on the **26th of September 2023** in the Employment Exchange Office premises.

The details of the placement drive are as follows:

Date: 26th of September 2023 (Tuesday)

Time: 10:30-12:00 PM (registration will be closed at 12PM sharp)

Venue: Employment Exchange, Shillong

1. Post name: HR recruiter

Qualification: BBA/MBA

Candidates with experience in the HR field will be preferred. Age group 30-40. However, smart freshers with actual intention of joining can also come for the screening round

Salary: Negotiable

Location: Shillong

Skills required: Multi-lingual, Problem - solving & decision making, Empathy & individual links, maintain confidentiality, Continuously learning and development, adaptability & flexibility

2. Post name: Tender executive

Qualification: Graduate with GEM portal experience

Salary: Negotiable

Location: Shillong

3. Post name: MIS officer

Qualification: Graduate preferable BCA, BSc CS, MCA or candidates with working knowledge of data and MIS

Salary: Negotiable

Location: Shillong

Mandatory: Kindly come with the following documents

1. A copy of your CV
2. One of the government approved ID cards (EPIC or Aadhaar or PAN or Passport or Driving Licence).
3. Employment exchange registration card (candidates who are not registered with employment exchange are encouraged to do so)

Feel free to share the information with your known ones if they are eligible and interested in grabbing a career opportunity.