



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 890

26th February 2024

Sub. Placement opportunity for GGSIP University graduate students of the batch passed out in year 2023 and 2022 in “HCL Technologies”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for GGSIP University graduate students of the batch passed out in year 2023 and 2022 in “HCL Technologies” for your reference and circulation to students to apply on given link by **27th February 2024**:

Registration Link: <https://forms.office.com/r/f0G0HbhrQz>

Name of Company – HCL Technologies Limited

Eligibility Criteria:-

Job Description	JD Attached- GT2024001
Designation	Graduate Trainee
Job Role	HR Services
Eligible Degree	Any Graduate- (BBA, B.Com)
Highest Degree	Under Graduate (UG)
Eligible Batch Year	2022 & 2023
Compensation Details (LPA)	INR 3.0 LPA
Bond or Service contract	12 Months, INR 50K Breaching Cost
Location	Noida (candidates need to relocate if required)

Note: Batch-2024 candidates are not eligible for above opportunity.

JD attached for more information.

LAST DATE FOR REGISTRATION IS 27th February 2024.

(Dr. Nisha Singh)
Training and Placement Officer
CCGPC, GGSIP University

Graduate Trainee – HRSS, **HCLTech**

www.hcltech.com

Pan India / Full-Time

We are HCLTech, one of the fastest-growing large tech companies in the world and home to 222,000+ people across 60 countries, supercharging progress through industry-leading capabilities centered around Digital, Engineering and Cloud.

The driving force behind that work, our people, are diverse, creative, and passionate, raising the bar for excellence on a regular basis. We, in turn, work hard to bring out the best in them as we strive to help them find their spark and become the best version of themselves that they can be.

If all this sounds like an environment you will thrive in, then you are in the right place. Join us on our journey in advancing the technological world through innovation and creativity.

Your Role & Responsibilities

The primary purpose of this role is to contribute to the seamless execution of HR processes, ensuring accuracy, compliance, and a positive employee experience. As a Graduate Trainee, you will be responsible for data management, onboarding assistance, query resolution, documentation, compliance, and performance management support. By actively participating in these key areas, the incumbent will help maintain a well-organized and responsive HR function, fostering a workplace environment that aligns with the company's values and goals. This role provides an excellent opportunity for a fresher to gain foundational experience in HR operations, develop essential skills, and contribute to the overall success of the organization.

Responsibilities:

- Ensuring timely responses with appropriate actions to close HR Services SSD tickets raised by employees on HR policies, time management, Performance & benefits, and other HR processes
- Assist in the onboarding process for new hires, including document collection, Background verification, and orientation support
- Assist to ensure seamless transfer of employees within or outside countries as per Organization defined methods and procedures.
- Ensure data integrity and confidentiality while handling sensitive employee information.
- Stay up to date with processes, policies and guidelines. Keep briefing the team about the same.
- Use right tools and policies to timely action the deliverables
- Drive end-to-end ownership of HR transactions and deliver timely resolutions.
- Responsible for handling complaints and escalations and deliver timely resolution with employee satisfactions.

Qualifications & Experience

Minimum Requirements

- BBA/B.Com or any other relevant commerce degree with minimum 60% across academics (10th, 12th, UG until last semester).

Desired Qualifications

- Excellent communication skills and attention to detail.
- Ability to work collaboratively in a team-oriented environment.
- Should be flexible with shift timings and work from office.
- Should be proficient with MS Excel, PowerPoint and other MS Office tools.

How You'll Grow

At HCLTech, we offer continuous opportunities for you to find your spark and grow with us. We want you to be happy and satisfied with your role and to really learn what type of work sparks your brilliance the best. Throughout your time with us, we offer transparent communication with senior level employees, learning and career development programs at every level, and opportunities to experiment in different roles or even pivot industries. We believe that you should be in control of your career with unlimited opportunities to find the role that fits you best.

Why Us

- We offer End-to-end digital transformation expertise that helps clients from strategy through execution.
- We work with the biggest brands, offering the opportunity to be a part of industry-leading work.
- We are invested in your growth, offering learning and career development opportunities at every level to help you find your spark.
- We offer freedom and flexibility on the job, empowering our employees to make decisions.
- We offer a virtual-first work environment, promoting a good work-life balance and real flexibility.
- Our company is extremely diverse with representation of 165 nationalities.
- We offer the opportunity to work with colleagues across the globe.
- We offer comprehensive benefits for all employees.
- We are a certified great place to work and a top employer in 17 countries, offering a positive work environment that values employee recognition and respect.

Equality & Opportunity for All

As a company with employees representing 165 nationalities across the globe, we pride ourselves on being an equal opportunity employer, committed to providing equal employment opportunities to all applicants and employees regardless of race, religion, sex, color, age, national origin, pregnancy, sexual orientation, physical disability or genetic information, military or veteran status, or any other protected classification, in accordance with federal, state, and/or local law.