

**Dr. Ayush Srivastava**  
**Assistant Registrar**  
**Nodal Officer-Training & Placement**



**Dr. A. P. J. Abdul Kalam Technical University**  
**Uttar Pradesh, Lucknow**  
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Ref: AKTU/UIIC/2020/187

07<sup>th</sup> Aug' 2020

To  
Directors/Principals  
Colleges affiliated/associated to Dr. APJ Abdul Kalam Technical University Lucknow, Uttar Pradesh

**Subject: Regarding company Artech Infosystem campus hiring opportunity for B.Tech (Bio Tech), B. Pharma, M. Pharma students of 2019 & 2020 passing out batch**

Dear Sir/Ma'am,

Please to inform you that as part of campus hiring process for B. Tech (Bio Tech), B. Pharma, M. Pharma students of 2019 & 2020 passing out batch, company Artech Infosystem wish to invite the students of AKTU affiliated colleges for this drive. Please find invitation and link for the participation of students as per the details attached herewith (Annexure 1). You are requested to kindly go through and encourage the students for registration latest by 09-Aug-2020.

**ERP Link:** [erp.aktu.ac.in](http://erp.aktu.ac.in) (**MANDATORY**)

If you have any concern, you are requested to feel free to write at [tnp.aktu@aktu.ac.in](mailto:tnp.aktu@aktu.ac.in)

With warm regards,

(Dr. Ayush Srivastava)  
Assistant Registrar  
Nodal Officer – Training & Placement

**Copy to:**

1. Registrar, AKTU, Lucknow
2. Finance Officer, AKTU, Lucknow
3. Controller of Examination, AKTU, Lucknow
4. Dean Student Welfare, AKTU, Lucknow
5. Media Prabhari, AKTU, Lucknow
6. Technical Officer, AKTU, Lucknow
7. In-charge Placements, AKTU, Lucknow
8. Staff Officer, Hon'ble Vice Chancellor for kind information

(Dr. Ayush Srivastava)

<b>Campus Placements 2020</b>	
<b>Job Notification Form</b>	
<b>COMPANY OVERVIEW</b>	
Name of the Company	Artech Infosystem
Website / Other source of Information	<a href="http://www.artech.com/">http://www.artech.com/</a>
Company Type	Service
Brief write-up on the Company (50 to 75 words)	<p>At the forefront of the staffing industry, Artech Information Systems is a women-owned business enterprise (WBE) committed to maximizing global workforce solutions on behalf of its clients. Artech's deep heritage, proven expertise and insightful market intelligence has secured long-term partnerships with Fortune 500 and government clients seeking world-class professional resources. The company's vision is to provide the best value IT solutions globally to our clients with quality, integrity, reliability and responsiveness.</p> <p>Artech provides the most innovative, efficient and cost-effective workforce solutions in today's marketplace. Artech leverages its mature, quality-certified processes to provide a variety of standard and customized solutions and programs to help clients optimize their supply chain and increase time to market of their workforce requirements, hence, accelerate project progress. Artech employs over 10,500 industry professionals supported by over 28 national and global locations coast-to-coast across India, the US, and China. Artech's Fortune 500 and government clients leverage this expansive reach by engaging Artech as a preferred go-to supplier across multiple regions and countries in order to receive consistent deliverables, terms, rates and cost savings. Artech India is a wholly owned subsidiary of Artech Information Systems.</p>
<b>JOB PROFILE</b>	
Job Designation	Associate Recruiter
Job Description	<ul style="list-style-type: none"> <li>• Responsible for sourcing profiles through various job portals like LinkedIn, Dice, Monster, Career Builder, etc.</li> <li>• Making required calls per day and thoroughly qualifying candidates on skills &amp; experience, area of interest, geographic locations in the US and their visa types</li> <li>• Meeting daily/monthly targets of submitting quality candidates for open job requirements shared by clients</li> <li>• A thorough analysis of candidate's commitment and background check before submission</li> <li>• Getting updated resume from candidates and formatting them according to clients' requirements</li> <li>• Arranging interviews for shortlisted candidates and following up on real-time basis till feedback received is from client</li> <li>• Ensuring appropriate paperwork before on boarding the candidate</li> <li>• Daily activity of submittals and interview update to be sent to account manager</li> </ul>

	<b>Terms and Conditions</b> <ul style="list-style-type: none"> <li>Selected students would be granted only 3-5 days leaves for their Internal and external exams all put together</li> <li>Students with backlogs are not be eligible for this drive</li> <li>The management reserves the rights to cancel the offer in case of negative reference check</li> <li>PAN number and copy is mandatory for all applicants</li> <li>We are a recruitment company and should not be clubbed in the category of BPO</li> <li>The job role on offer is a combination of human resources, sales and delivery functions</li> <li>If selected by Artech, candidate shall not be allowed by the campus to participate in hiring drives of other companies</li> <li>In case of non-compliance, Artech reserves the right to take legal action</li> </ul>
Place of Posting	Noida
Key Responsibilities:	<ul style="list-style-type: none"> <li>Responsible for sourcing profiles through various job portals like LinkedIn, Dice, Monster, Career Builder, etc.</li> <li>Making required calls per day and thoroughly qualifying candidates on skills &amp; experience, area of interest, geographic locations in the US and their visa types</li> <li>Meeting daily/monthly targets of submitting quality candidates for open job requirements shared by clients</li> <li>A thorough analysis of candidate's commitment and background check before submission</li> <li>Getting updated resume from candidates and formatting them according to clients' requirements</li> <li>Arranging interviews for shortlisted candidates and following up on real-time basis till feedback received is from client</li> <li>Ensuring appropriate paperwork before on boarding the candidate</li> <li>Daily activity of submittals and interview update to be sent to account manager.</li> </ul>
Type of Placement	Regular
<b>SALARY DETAILS</b>	
Cost to Company (CTC)	4.08 LPA to 5 LPA (Depending on Interview Feedback) Appraisal Cycle: 12 Months after the on boarding, based on performance. Benefits: Health Insurance cover for self for INR 1 Lakh, cab facility for pick and drop, meal (one time) and mid night snacks.
Training Period	2 Months (Post they successfully qualify their training, candidates will be on boarded in the system and will be paid ~ INR 25,000 PM or more + incentives. Students are expected to serve the organization for a minimum period of 18 months from the Date of on boarding or else a penalty amount of INR 1 L (One Lakh) would be imposed to recover the tangible and intangible cost incurred on them.)
Salary / stipend paid during training	10000/ Month

Bond or Service Contract (If Yes, give details)	No
<b>SELECTION PROCESS</b>	
Shortlist from Resumes	No
Written Test (Technical / Aptitude)	NA
Group Discussion	NA
Personal Interview	Yes
Minimum Number of Offers You intend to make	25
Eligible Department and Program	B. Tech (Bio Tech), B. Pharma, M. Pharma for 2019 & 2020 batch with no backlog
Specific Eligibility requirement (Please mention)	<ul style="list-style-type: none"> <li>• Very fluent communication skills: This role requires daily coordination with team leads, sales account managers and candidates residing on-site in the US over calls and therefore, a strong hold on English is a mandate.</li> <li>• Willingness to work during the night shift.</li> <li>• A positive attitude and a willingness to learn</li> </ul>
Date & Time of the Drive	Yet to be decided
Venue	Yet to be decided
Expected Joining (dd/mm/yyyy)	Yet to be decided