



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA
Centre of Training and Placement

Ref. No. IKGPTU/T&P/..238.....

Dated..17/April/2025

HoD (Department of Management)
I K Gujral Punjab Technical University Jalandhar

Sub: Risah Careers - Campus Summer Internship Drive.

Dear Madam

I K Gujral Punjab Technical University invite students of its main campus to participate in Risah Careers - Campus Summer Internship Drive as per details mentioned below:-

Designation	:	Intern (JD attached)
Role	:	HR Recruiter and Business Development
Course/ Stream	:	MBA
Stipend	:	5k - 7k + incentives
Duration	:	4 to 12 weeks (depending on the academic calendar and the nature of the project)
Location	:	Amritsar & Bangalore
Batch Eligible	:	2025 & 2026 passing out

Interested students may register at the link mentioned below:-

<https://docs.google.com/forms/d/1KNT2hO7JMd-DkY-Dyn0EKFmyBjOEfGGsqtz21gJ6Ckg/edit>

You are requested to kindly direct the Training & Placement Faculty Coordinator of your department to share the information with the concerned students. **Last date of online registration is 21-April-25 before 1100 hrs.**

Date & time of the internship drive will be informed later on.

For any queries, you may please call the undersigned @ +91- 9478098136.

With profound regards,


Mohit Jain
Assistant Registrar (T&P)

CC:

1. SVC: For kind information of the Hon'ble Vice Chancellor
2. Registrar: For kind information
3. Head (CT&P): For kind information
4. Deputy Director (T&P): For kind information
5. File

"Propelling Punjab to a prosperous Knowledge Society"

I.K. Gujral Punjab Technical University
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RISAH CAREERS

INTERNSHIP PROGRAM

RISAH CAREERS



TABLE OF CONTENTS

<u>About Us</u>	3
<u>Vision & Mission</u>	4
<u>Overview</u>	5
<u>OBJECTIVES</u>	6
<u>Benefits for Colleges</u>	6
<u>Program STRUCTURE</u>	7
<u>REQUIREMENT</u>	8-9
<u>Contact US</u>	10



ABOUT US

Risah Careers are solution providers industry makers. We have expertise in leadership hiring for startups and growing organizations. Our successful closed positions are both into tech & non-tech with Retail/E-Commerce/D2C/Fintech clients and many more to add. We work across APAC and MENA region

Our role is to work with employers and job seekers to facilitate a successful match. This can range from advising a company on a candidate sourcing strategy to helping a job seeker find their dream job



MISSION

Our Mission is to provide exceptional recruitment and staffing solutions by thoroughly understanding the unique needs of our clients and candidates. Guided by integrity, innovation, and an unwavering commitment to excellence, we strive to bridge the gap between talent and opportunity, driving growth for both individuals and organizations.

VISSION

To be the most trusted and innovative recruitment partner, empowering businesses and professionals to achieve their full potential by connecting the right talent with the right opportunities



OVERVIEW

In today's competitive world, internships play a vital role in bridging the gap between academic learning and practical industry experience. Recognizing the importance of nurturing talent and fostering industry-academia collaboration, RISAH CAREERS a leader in Recruitment and staffing services proposes an internship program tailored to the needs of college students. This program is designed to provide students with hands-on experience, enhance their skill sets, and prepare them for successful careers



OBJECTIVES

- To provide students with real-world industry exposure.
- To help students develop practical skills aligned with their academic learning.
- To foster collaboration between RISHA CAREERS and academic institutions.
- To contribute to the holistic development of students through mentorship and professional guidance.

BENEFITS FOR COLLEGES

- Enhanced placement opportunities for students.
- Strengthened industry-academia relationship.
- Increased visibility and reputation through collaboration with Risah Careers .
- Access to real-world insights and industry trends



PROGRAM STRUCTURE

1. DURATION

- Internship duration can range from 4 to 12 weeks, depending on the academic calendar and the nature of the project.

2. Eligibility:

- Open to postgraduate students from relevant disciplines.
- Candidates must meet basic academic and skill requirements, as specified by the internship role

3. Internship Roles:

- Business Development Executive
- Recruiter

4. Mentorship:

- Each intern will be assigned a mentor from within our organization to provide guidance and support throughout the internship period
- Regular feedback sessions and performance evaluations will be conducted to facilitate ongoing learning and development

5. Stipend and Benefits:

- A competitive stipend will be provided to interns
- Interns will receive a certificate of completion upon successful completion of the program.
- Top-performing interns may receive pre-placement offers or recommendations.

6. Evaluation

- Interns will be assessed on the basis of their performance, learning achievements, and the quality of their project deliverables
- At the conclusion of the internship, interns will be required to submit a final report or deliver a presentation summarizing their work and achievements.

REQUIREMENT

BUSINESS DEVELOPMENT EXECUTIVE

Roles and Responsibilities

- Research and identify potential clients and markets
- Develop and execute business development strategies
- Build and nurture relationships with clients
- Collaborate with cross-functional teams to tailor solutions
- Attend industry events to network and promote our services

Desired Candidate Profile

- Currently pursuing or recently completed a degree in MBA in Marketing, Sales, or a related field
- Exceptional verbal and written communication skills, with the ability to engage and build relationships with diverse stakeholders
- A self-starter who demonstrates initiative and is eager to take on challenges in a dynamic work environment
- Strong analytical and problem-solving skills

RECRUITER

Roles and Responsibilities:

- Sourcing potential candidates from various job portals like Naukri, LinkedIn, HIRIST, Indeed and many others.
- Head hunting and mapping.
- Screening resumes as per the client specifications.
- Briefing the candidates about the profile.
- Collaborating with managers to identify hiring needs.
- Taking follow ups with the candidates.
- Taking telephonic round of interview

Desired Candidate Profile:

- Currently pursuing or recently completed a degree in MBA in HR
- Excellent verbal and written communication skills to effectively interact with candidates and stakeholders
- Strong ability to build relationships, empathize, and connect with diverse individuals.
- Strong team player who can coordinate effectively with team members and hiring managers