



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

Ref. No. IKGPTU/T&P/...465.....

Dated...02/Dec/2025

**Directors/HoDs (All Engg. & Mgmt. Department)**  
**All the University Campuses**  
**I K Gujral Punjab Technical University Jalandhar, Kapurthala**

**Sub: RGF Professional Recruitment India - Joint Campus Placement Drive.**

**Respected Sir/Madam**

I K Gujral Punjab Technical University invite students of its campuses to participate in RGF Professional Recruitment India - Joint Campus Placement Drive as per details mentioned below:-

Designation	:	Associate Consultant
Course/ Stream	:	B.Tech (Any stream) & MBA (JDs attached)
Salary Package	:	3.60 to 4.00 LPA + upto 1.5 LPA Variable Incentives
Job location	:	Gurugram
Batch Eligible	:	2025 passed out & 2026 passing out
Selection Process	:	Interview (at company office)

**Interested students may register at the link mentioned below:-**

<https://docs.google.com/forms/d/1GzeMW1whmnWQ8B8DAis-gOjfcqVfY-7WVckWryfRSTQ/edit>

You are requested to kindly direct the Training & Placement Faculty Coordinator of your campus/department to share the information with the concerned students. **Last date of online registration is 03-Dec-25 before 1300 hrs.**

Date & Time of the selection process will be informed later on.

**With profound regards,**

  
**Er. 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. DR (ITS) - To upload at University website
6. File.

***"Propelling Punjab to a prosperous Knowledge Society"***

**I.K. Gujral Punjab Technical University**  
Jalandhar-Kapurthala Highway, Kapurthala -144 603. Phone : 01822-282580  
**E-mail : placements@ptu.ac.in Website : www.ptu.ac.in**





## **Job Description**

**Role: Associate/Associate Consultant**

**Location: Gurgaon**

**RGF India** is wholly owned subsidiary of RECRUIT Holdings, world's 4<sup>th</sup> largest Recruitment Services. RGF stands for Recruit Global Family, a global brand of the Recruit Group in Japan and we are a US\$22 billion group, headquartered in Japan. We have our presence in India with a strong network of industry specialist consultants. We made our portfolio stronger by the acquisition of Indeed and Glassdoor.

RECRUIT was first listed at the Tokyo Stock Exchange in 2014 and has been a top and consistent performer ever since.

**Our Purpose:** Unleash the potential of talent and be a bridge to a better world.

### **Job Responsibilities:**

The position is an exciting opportunity for young professionals willing to experience a corporate environment and gain cross-sector knowledge. The learning curve for someone in this role is extraordinary if the individual participates with full enthusiasm and fire in the belly. Able to understand RGF's vision, mission & values.

### **Candidate Management:**

- Understands job descriptions and creates search criteria based on client's Job Order (JO) and expectations on time.
- Sources from the following: internal database, LinkedIn, job board, RGF website; Advertises job postings on job boards.
- Takes basic candidate interview notes and uploads them to the internal database by following RGF SOP.
- Prepares the candidate for an interview with the client.
- Follows up with the client to get their feedback on each candidature.
- Analyse the feedback and use it for the next round of sourcing.
- Communicates offers to candidates in an effective and timely manner.
- Gathers feedback from candidates if they are keen on the offer, as well as understands and manages their expectations.



**Client Management:**

- Do research on the client and open job orders before engaging with the client & candidate.
- With the help of your manager, get feedback to serve the client better, maintains a positive attitude even if the feedback is negative, and takes accountability.
- Able to "farm" orders and deliver on them to meet client expectations promptly.
- Builds good industry knowledge.

**Business Development:**

- Research prospective clients in the industry for new business.

**Personal Attributes:**

- Strong written and oral communication skills.
- Highly organized, disciplined and a self-starter with the ability to prioritize multiple tasks and deliver deadlines with attention to detail.
- Should have strong networking skills.
- Adaptability / Willingness to Learn: Should have general knowledge and desire to learn.
- Should have good presentation skills. Perseverance: Go-getter attitude, with a proven ability to work hard with full integrity.