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## Details for Position HR Trainee

### Job Description

We are Looking for polite, employee supportive and people oriented young passionate HR Fresher to join our People & Employee Growth Centric HR fresher. In this role, you will be responsible for tracking the allocated employee's performance, work allocation, work completion status, target and time lime and report to respective team manager to improvise the assigned task to the team members. To the employees provide induction training, explain the company policies and maintain the professional etiquettes throughout the working hours. The regional language for the specific states with English is prefer [Click Here for Regional Language List](#)

### Salary Details

₹3,60,000 per annum

### Opening Details

- Vacancies: 50
- Qualification: MBA or PGDBM in HR.
- Age Limit: 22 to 35
- Work Hours: 10:00 AM to 7:00 PM.
- Location: Each state capital city.

### Key Responsibilities

- Monitoring allocated employees work and record status.
- Attendance tracking, checking, verifying and confirming.
- Pay Roll Processing.
- Work allocation to assigned team and employees and tracking outcome.
- Collaboration with respective team managers and reporting to HR Manager with report.

### Must Have

- MBA/PGDBM in HR
- Team builder and team driver with purpose
- Love to connect & manage people

### Preferred Skills

- Strong verbal communication in regional language. [Click Here for Regional Language List](#)
- Fluent in English & Hindi language proficiency is a plus.
- Basic knowledge of computers.

### Recruitment Timeline

| Event              | Date                       |
|--------------------|----------------------------|
| Application Opens  | 1st Dec 2025               |
| Application Ends   | 31st March 2026            |
| Exam Window        | 1st April to 15th May 2026 |
| Result Declaration | 30th May 2026              |
| Induction Training | 1st July to 24th July 2026 |
| Appointment Date   | 1st August 2026            |

### Registration & Exam Fee

- ₹600 only (Inclusive of 18% GST + Convenience Charges)

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