



Internship Announcement Form

Name of Company	eP (eigoPaathshala)
Website	www.eigop.com
Industry / Sector	Education
Brief profile of the Company	<p>We are dedicated to bridge the language barrier between Foreigners and Indians. We are a team of young and passionate professionals and our team comprises of Indians, Europeans and Japanese natives.</p> <p>Currently operational in India (Delhi/Gurgaon/Mumbai/Pune/Bangalore/Chennai) and Kobe in Japan. We primarily teach English and other regional Indian languages to foreigners. At present we take classes with foreigners throughout India and Japan.</p>

Contact Details

E-mail ID	hr@eigop.in
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Internship Details

Internship offered	Human Resource
Roles and Responsibilities	<p><u>Selected intern's day-to-day responsibilities include:</u></p> <ol style="list-style-type: none"> 1. Draw a strategy for hiring 2. Optimize the use of various portals and models 3. Execute the recruitment strategies 4. Build and leverage relationship and brand with various Universities, institutes, job fairs etc. 5. Source profiles, interview them to shortlist 6. Completely involve from start to end of the hiring process and leading it from front 7. Challenge status quo 8. Manage other tasks assigned from time to time
Intern Assistance	<p><u>We endeavor to provide following assistance:</u></p> <ol style="list-style-type: none"> 1. Manager - Associated with manager for all work related guidance 2. Mentor - Senior person linked for any periodic personal

	discussion, any issues which Intern is not able to handle including outside office too, career guidance etc. 3. Onboarding Assistance – Help to create access for office related software. Assisted onboarding.
Type of internship	Unpaid with perks & benefits
Perks & benefits	<ol style="list-style-type: none"> 1. Flexible working hours. No clash to University classes. 2. One month leave for exams 3. Virtual, WFH Internship 4. Opportunity to do internship from India post completion of studies for top performers. 5. Japanese course on Company's cost for good performers. 6. Hindi / Indian cultural classes 7. Internship certificate on successful completion. 8. Recommendation letter for top performers.
No. of vacancies (approx. range)	7
Duration	6 months (part time)
Qualification looking for (UGs/PGs etc.)	UGs/PGs
Discipline looking for (Arts/Science/Commerce etc.)	Any stream
Eligibility Criteria (Marks %, Special skills, etc.)	Interest in HR. Certification course or experience in HR is preferred
Medical Requirements if any	Should be medically fit

Selection Procedure

Shortlist from Resumes(Yes/No)	Yes
Personal/HR/Technical Interviews: (Yes/No)	Yes
No. of rounds (If pre-decided else approx.):	2-3