



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY  
AWANTIPORA, KASHMIR**

**OFFICE OF THE DEAN OUTREACH**

**Dear Alumni,**

Please accept greetings from the IUST, hope you are doing well.

I would like to inform you that, **Foundation World School**, Humhama, Jammu & Kashmir, which is a first school with an international curriculum (Affiliated with Cambridge Assessment International Education) is currently looking for MBA Graduate candidates with specialization in HR for the positions of **HR Executives**.

**Eligibility:** BBA / MBA

**Pass Outs:** 2019, 2020, 2021

**Application Deadline:** 16<sup>th</sup> of May 2022

**Key Skills:**

To support the team in HR functions like Recruitment, PMS, Training & Development, Attendance & Payroll handling. Employee data management, General HR Processes, compliances, HR documentation.

**Key Deliverables:**

1. Creating database of Employment applications from online & offline sources.
2. Staff Recruitment. Initial Stages like calling, giving candidates right idea about the positions and interview scheduling.
3. Updating the Candidates about their Status of recruitment.
4. Informing the selected candidates about their date of joining and transport arrangements.
5. Employee Attendance Management (Manual & RFID).
6. Compilation for salary disbursement log.
7. Employee Data/Record Keeping (Updating the data in Excel, maintaining employee files and other documentation).
8. Employee joining formalities. Maintaining employee data on Skolaro Software.
9. Informing & Assisting Accounts department for updating the employee data in payroll system.
10. Issuing and maintaining the records for Employee ID-Cards.
11. Distribution and maintaining the records for employee uniforms.
12. Regular updating of Employee Leave Records and maintaining the leave database.
13. Preparing Office circulars as and when required.
14. Coordination with accounts department for PF documentation & deductions process.
15. Providing all the HR related forms to Staff.
16. Assistance in Trainings, Performance Appraisals and other HR functions

If interested, you are therefore advised to register on the below mentioned registration link:

<https://forms.gle/rrQg5TXdip5AXcad8>

Wish you all the best.

IUST/ DOR/Placement\_foundation/22/75  
Dated: 12<sup>th</sup> of May 2022

(Dr. S. Iqbal Quraishi)  
Dy. Registrar  
OUTREACH