



# Non Engineers

## HR Intern – Placement & Assistance Specialist

### Job Description

**Company :** Non Engineers

**Position:** HR Intern

**Department:** Human Resources

**Employment Type :** Internship (6 months)

**Working Days :** 5 Days per week

**Location:** Bangalore (Koramangala) – Hybrid / Remote (Based on the requirements)

**Stipend :** ₹ 7,000/- per month + Performance Bonus

**Application Deadline:** 31st August 2025

**Expected Start Date:** Immediate Joiners

### About Non Engineers

**Non Engineers** is India's most affordable and advanced job-guaranteed training company specializing in BFSI (Banking, Financial Services, and Insurance) sector careers. Based on our proven track record with successful placements achieving 2.80 LPA average CTC and 3.80 LPA highest CTC, we are committed to transforming careers through comprehensive skill development programs. Our mission is to make quality professional training accessible to all non-engineering graduates and help them secure well-paying jobs in the BFSI sector. With our 100% job guarantee policy and proven placement network, we have established ourselves as a trusted name in career transformation.

**Website:** [nonengineers.live](https://nonengineers.live)

### Position Overview

We are seeking a smart, proactive **HR Intern** to join our rapidly growing team and support our job placement guarantee program. This role is perfect for someone who is passionate about helping others achieve their career goals while gaining hands-on experience in recruitment, talent acquisition, and HR operations in a successful EdTech startup environment. As an HR Intern at Non Engineers, you will play a crucial role in maintaining our **100% job placement guarantee**, working directly with our trained candidates in Banking Operations Management, Relationship Management in BFSI, and Credit Operations programs to secure employment opportunities that match their skills and location preferences.

## Key Responsibilities

### Job Placement & Assistance (60%)

- **Job Search & Sourcing:** Actively search for job opportunities on platforms like Naukri.com, LinkedIn, and other job portals based on candidates' BFSI profiles and location preferences
- **Application Management:** Submit job applications on behalf of candidates and track application status across multiple platforms
- **Employer Outreach:** Connect with potential employers in Banking, Financial Services, and Insurance sectors through LinkedIn, cold calling, and email campaigns
- **Reference Network Building:** Leverage personal and professional networks to generate job referrals and recommendations in BFSI sector
- **Interview Coordination:** Schedule and coordinate interviews between candidates and employers
- **Follow-up Management:** Maintain consistent follow-up with both candidates and employers throughout the placement process
- **Placement Tracking:** Monitor and ensure our job guarantee commitments are met

### Recruitment Support (25%)

- **Candidate Database Management:** Maintain and update comprehensive candidate profiles with BFSI skills, preferences, and placement status
- **Resume Optimization:** Review and enhance candidate resumes using AI tools and industry best practices for BFSI roles
- **Job Matching:** Analyze BFSI job requirements and match them with suitable candidate profiles
- **Market Research:** Research BFSI industry trends, salary benchmarks, and job market demands in various locations
- **Placement Reporting:** Monitor and report on placement success rates, time-to-placement, and candidate satisfaction for management review

### Administrative & Communication (15%)

- **Documentation:** Maintain detailed records of all placement activities, employer interactions, and candidate progress
- **Reporting:** Prepare regular reports on placement metrics, challenges, and opportunities
- **Communication Management:** Handle email correspondence, phone calls, and WhatsApp communications with candidates and employers
- **Event Coordination:** Assist in organizing job fairs, networking events, and employer meet-and-greets
- **Social Media Management:** Support LinkedIn content creation and company social media presence

## Required Qualifications

### Educational Background

- Recently completed a Bachelor's/Master's degree in HR, Business Administration, Psychology, Commerce, or any related field
- Strong academic record with genuine interest in human resources and career development

### Core Skills & Attributes

- **Communication Excellence:** Outstanding verbal and written communication skills in English and Hindi (additional regional languages are a plus)
- **Smart & Quick Learner:** Ability to quickly understand BFSI job requirements, candidate profiles, and market dynamics
- **Tech-Savvy:** Proficiency in using job portals (Naukri.com, LinkedIn, Indeed, etc.) and basic computer applications
- **AI Tool Proficiency: MANDATORY requirement** – Must have working knowledge of AI tools including ChatGPT and Perplexity for:
  - Resume writing and optimization
  - Cover letter creation
  - Job search strategies
  - Communication drafting
  - Research and market analysis
  - Interview preparation assistance
- **Relationship Building:** Natural ability to build rapport with candidates and employers in professional settings
- **Problem-Solving:** Creative approach to overcoming placement challenges and finding alternative solutions
- **Organization:** Excellent time management and ability to handle multiple candidates and job applications simultaneously

### Personal Qualities

- **Results-Oriented:** Strong drive to achieve placement targets and ensure our job guarantee promise is fulfilled
- **Empathetic:** Understanding of job seekers' challenges and ability to provide emotional support during the job search process
- **Persistent:** Resilience in handling rejections and ability to maintain motivation
- **Professional:** Maintains confidentiality and represents Non Engineers professionally
- **Team Player:** Collaborative approach with ability to work independently when required

## Technical Requirements

### **MANDATORY: Personal Laptop with Efficient Configuration**

You **MUST** have your own laptop meeting the following minimum specifications:

#### **Minimum Required Configuration:**

- Processor: Intel Core i3 (12th Gen or newer) / AMD Ryzen 3 (3000 series or newer)
- RAM: 8GB DDR4 (16GB recommended for better multitasking)
- Storage: 256GB SSD (512GB recommended)
- Operating System: Windows 11 or macOS (latest version)
- Display: 13.3" - 15.6" Full HD (1920x1080) minimum
- Battery Life: Minimum 6-8 hours for full workday productivity
- Connectivity: Wi-Fi 6, USB 3.0 ports, HDMI output
- Webcam & Microphone: HD webcam with built-in microphone for video calls
- Keyboard: Full-size keyboard for efficient typing

#### **Recommended Configuration for Optimal Performance (Optional):**

- Processor: Intel Core i7 (13th/14th Gen) / AMD Ryzen 7
- RAM: 16GB DDR4/DDR5
- Storage: 512GB SSD or higher
- Additional Features: Backlit keyboard, fingerprint sensor, dedicated graphics card (optional)

#### **Additional Requirements:**

- Stable Internet Connection: Minimum 25 Mbps download speed
- Backup Power: UPS or power bank for uninterrupted work
- External Accessories: USB headset/earphones for clear communication during calls
- Data Security: Antivirus software and backup solutions

## Preferred Qualifications

- Prior experience in recruitment, sales, customer service, or career counseling
- Familiarity with BFSI sector and job roles (Banking Operations, Credit Operations, Relationship Management)
- Knowledge of applicant tracking systems (ATS)
- Basic understanding of employment laws and hiring practices
- Experience with CRM tools and database management
- Active presence on professional social media platforms, especially LinkedIn

## **What We Offer**

### **Learning & Development**

- Hands-on experience in end-to-end recruitment and job placement processes in the BFSI sector
- Training on advanced recruitment techniques and AI tools (ChatGPT, Perplexity)
- Mentorship from Founder & CEO and experienced HR professionals
- Exposure to successful EdTech startup culture and fast-paced work environment
- Certificate of completion and strong recommendation letters
- Training on BFSI industry knowledge and career paths

### **Career Growth**

- High potential for full-time employment based on performance
- Clear career progression path within the rapidly growing organization
- Networking opportunities with BFSI industry professionals
- Skills development in high-demand areas of HR and recruitment
- Opportunity to work with a proven business model with guaranteed job placements

### **Work Environment**

- Flexible working hours with remote/hybrid work options
- Collaborative and supportive team culture led by award-winning leadership
- Access to latest tools and technologies
- Performance-based incentives and recognition
- Regular feedback and performance discussions
- Team events and continuous learning sessions

## **Performance Metrics**

### **Success in this role will be measured by:**

- Number of successful job placements per month
- Time-to-placement for candidates
- Candidate satisfaction scores
- Employer relationship development and retention
- Application-to-interview conversion rates
- Database management accuracy and documentation quality
- Achievement of 100% job guarantee commitments

## Application Process

Click on **Apply** button and fill the form with your updated resume.

## Selection Process

1. Resume and laptop specification screening
2. AI tools proficiency assessment (practical test using ChatGPT and Perplexity)
3. Communication skills evaluation (written + verbal + video call)
4. BFSI sector knowledge assessment
5. Final interview with Panel and HR Head
6. Reference checks and verification

## Work Schedule & Commitment

- Duration: 6 months internship with high potential for full-time conversion
- Working Hours: 10 AM – 6 PM (1 Hour Lunch Break)
- Work Mode: Remote/Hybrid/On-Site (Preferred)
- Start Date: Immediate joining preferred

## Equal Opportunity Employer

Non Engineers is committed to creating an inclusive environment where all team members feel valued and empowered. We welcome applications from candidates of all backgrounds and encourage diversity in our workplace, especially supporting non-engineering graduates in their career transformation journey.


**Application Deadline:** 31st August 2025


**Expected Start Date:** Immediate Joiners

## Contact Information:

 **Email:** [contact@nonengineers.live](mailto:contact@nonengineers.live)

 **Support:** [support@nonengineers.live](mailto:support@nonengineers.live)

 **WhatsApp:** +91 8147987770

 **Website:** [nonengineers.live](https://nonengineers.live)

Join us in our mission to transform careers and lives through meaningful job placements in the BFSI sector with 100% job guarantee!