

NOTICE

Department of Training & Placements

Dated: 17-09-2021

Paperpedia Pvt. Ltd. will be conducting placement drive for B.Tech - CE2021/2022 students of Quantum University.

Registration Link: -https://docs.google.com/forms/d/e/1FAIpQLSdMWDU5FzJB2zyQ4dlccpbmkJIJ2tSnawKNFUmWi3Z-oIL9Sw/viewform?usp=pp_url

Link will expire 18.09.2021 at 5:00 PM

Details are as follows.

Company Name	Paperpedia Pvt. Ltd.
Company Website	www.ppedia.net
About Company	Paperpedia is an educational consulting company dedicated to assist our clients from Australia, China, Canada, the UK, the US, and New Zealand, with academic research. The company has come a long way to become one of the most renowned research firms in education domain. Committed to excel customer service and exceed quality expectations of its customers, the company has been growing rapidly through client referrals and word-of-mouth recommendations.
Role and Responsibilities	<p>Full Time Academic Writer for Construction Management/Civil/Architect –</p> <ul style="list-style-type: none"> • Possess thorough knowledge of the specialised field and write the research materials according to client needs. • Fair knowledge of designing tools like AutoCad, Revit etc . • Assist clients in understanding the requirements of their projects and provides writing samples. • Conduct both primary and secondary academic research to meet the research needs of the clients • To learn new academic skills. • Help students with their academics by offering step by step answers/examples. • Understand the client’s requirements. <p>Full Time Academic Writer for Project Management –</p> <ul style="list-style-type: none"> • Help students with their academics by offering step by step answers/examples. • Understand the client’s requirements. • Possess thorough knowledge of the specialised field and write the research materials according to client needs. • Fair knowledge of Work breaks down, Linear programming, Linear Regression, • Logistics Problems, excel solver etc. • Assist clients in understanding the requirements of their projects and

	<p>provides writing samples.</p> <ul style="list-style-type: none"> • Conduct both primary and secondary academic research to meet the research needs of the clients • To learn new academic skills.
Requirements and Skills	<p>Full Time Academic Writer for Construction Management/Civil/Architect –</p> <ul style="list-style-type: none"> • Skilled in Communication • Strong academic background. • Ability to resolve issues. • Comprehensive knowledge about the product basket. • Align individual goals to Organizational Goals. • Comprehension, Composition and Problem-solving skills. • Commitment to quality and ability to manage performance and change. <p>Full Time Academic Writer for Project Management –</p> <ul style="list-style-type: none"> • Skilled in Communication • Strong academic background. • Ability to resolve issues. • Comprehensive knowledge about the product basket. • Align individual goals to Organizational Goals.
Eligibility Criteria	<p>B.Tech CE 2021/2022 Pass Outs</p> <ul style="list-style-type: none"> • PG Degree in Civil Management and Construction Management/ Architecture or B Tech - Civil /Construction Management (Excellent Writing plus Communication Skills). • Must have a knowledge of MS Office- Excel, Word, Power Point and Designing tools like Auto Cad, Revit etc. • Candidates should have good command over the subject. • Must have good communication skills, both written and spoken. • Candidates should have 60% above through-out their academics.
Designation	<p>Full Time Academic Writer for Construction Management/Civil/Architect Full Time Academic Writer for Project Management</p> <ul style="list-style-type: none"> • Promotion level (Performance Based Promotion): • Academic Writer • Jr. Research Analyst • Research Analyst • Sr. Research Analyst
Package Offered	<p>6 LPA CTC Pre Tax + Variables.</p> <ul style="list-style-type: none"> • Annually performance appraisal. • Monthly Incentives. • One-day Work from Home (WFH) once in a week (Tuesday to Friday) after 2 months of joining. • Training & Probation period will be for two Months. • Performance based Promotion.
Selection Process	<p>Round 1: Online Written Test (subjective test for 180 minutes).</p>

Round 2: Evaluative Training Period- 10 Days

You will be required to undertake a 10-day evaluative paid training program whereby you must successfully show your suitability for intended hired position. This training program tests your ability for the position based on multiple training sessions. Each of these training sessions will be accompanied by an assessment test, which you must qualify to continue into the next training session. If you fail to qualify any assessment test, you will be asked to leave the training without completing the entire training period. Please note that this training period is not an employment period, however, you will be paid for the number of days you attend the training program, in accordance to the CTC offered

Job Location	Remote (Work from anywhere)
Recruitment Date	After Registration
Venue	ONLINE/OFFLINE