



# S.A. ENGINEERING COLLEGE

Accredited by NBA, NAAC with 'A' Grade and ISO 9001:2008 Certified Institution

16.11.2017

**Greetings from S.A.Engineering College !!**

**RR DONNELLEY HIRING 2017 BATCH PASSED OUT STUDENTS – ALL UG / PG**

<b>OFF Campus Invitation</b>	
<b>Company Name</b>	<b>“RR Donnelley”</b>
<b>Designation</b>	Financial Associate / Document Specialist
<b>Salary</b>	2.1 L PA
<b>Drive Date &amp; Venue</b>	<b>18.11.17 (Saturday) &amp; S.A.Engineering College</b>
<b>Qualification</b>	<b>Any Degree</b>
<b>Job Location</b>	<b>Chennai</b>
<b>Batch</b>	2017
<b>Reporting Time</b>	08:30 AM
<b>Registration</b>	<a href="https://goo.gl/forms/9eafXPzvr10raKrk2">https://goo.gl/forms/9eafXPzvr10raKrk2</a>

**Position : 1**

Designation	-	Financial Associate
No. of Openings	-	100
Work location	-	Mylapore, Chennai
Contract	-	5 Months
Salary	-	Rs.13,300/- for B.Com / BBA / BBM & Rs.14,000/- for MBA Finance & M.Com
Qualification	-	B.Com / BBA / BBM / M.Com / MBA Finance
Shift timings	-	Rotational Shift as per the JD

PFA the detailed job description. Candidates should have a fundamental and basic knowledge on Finance & Accounts is necessary. Also, attaching the excel sheet giving some basic details pertaining to Finance & Accounts test, which candidates can refresh before coming for interview.

Please advise the concern heads to explain to the candidates about the contract employment. Best performer during the contract duration will have an 100% possibility to move as permanent role wherein their salary will also revised accordingly.

**Position : 2**

we require nearly 120 Document Specialist for one of our MNC Project (KPO/BPO). Our requirements are as follows:-

No. of requirement	-	90
Designation	-	Document Specialist
Work Location	-	Teynampet, Chennai
Contract Period	-	5 Months (Possibility of extending the contract period or will make them as permanent based on individual performance
Shifts	-	3 Rotational shifts (Monthly once it will get rotated)
Salary	-	Rs.10,300/- pm CTC (take home salary of Rs.8,179/- pm) Deduction of Rs.1,550/- towards PF (which is your monthly saving)& Rs.570/- towards ESI
Facility	-	Night shift allowance of Rs.50/- during night shift, Cab facility - Drop after 9.30 PM when shift get closed and Pick-up after 9 PM during night shifts (drop / pick-up will be at the door step), Free Dinner & 100 tokens for Tea/Coffee/Boost, etc.
Qualification	-	Any Graduations (B.A, B.Com, B.Sc (any disciplines) B.E (any discipline), MCA, M.Com, MBA)
Skills	-	Should have basic knowledge in MS Office (Word, Excel, Power Point). We will give them training on the same before test