



AIKAAA TECHNOLOGIES PRIVATE LIMITED

REGISTERED WITH MINISTRY OF CORPORATE AFFAIRS
OFFICE- 70 FEET BPCL ROAD FRONT HIMALAYA HOSPITAL PATNA-800032

Mail Us : Hr@aikaaa.com

Visit : <https://aikaaa.com/career/>

Contact- 9031635195

No.	Post Name	Total Openings	Gender Requirement	Minimum Qualification	Experience & Key Skills Required	Salary (Monthly)
1	Branch Manager	01	Male / Female (Both)	Any Master's Degree	Min. 2 Years as a Branch Manager in any Private Company, Gov. Sector, or PSV.	₹20,000 - ₹25,000+Incentive
2	Legal Registration Expert	01	Male / Female (Both)	B.Com / BBA or Any Bachelor's Degree	Fresher / Experienced (Both can apply).	₹15,000 - ₹17,000+Incentive
3	Digital Marketer	02	Male / Female (Both)	BCA, MCA, B.Sc / B.Tech (IT/CS)	Knowledge of SEO, Ads, Video Editing, Graphic Designing, or Digital Promotion.	₹15,000 - ₹17,000+Incentive
4	Receptionist	01	Female Only	Intermediate (12th Pass)	Good Communication skills & having a Good Personality.	₹10,000 - ₹12,000 +Incentive

No.	Post Name	Total Openings	Gender Requirement	Minimum Qualification	Experience & Key Skills Required	Salary (Monthly)
5	Web Developer	01	Male / Female (Both)	BCA, MCA, B.Tech / M.Tech / B.Sc (CS/IT)	Strong Coding & Web Design skills (PHP, Mobile App development).	₹20,000 - ₹25,000 +Incentive
6	Telesales / Telecaller (I.T.)	03	02 Male & 01 Female	BCA, MCA, BBA, MBA, or Professional Degree	Good Communication skills and 01 Year experience in the Sales field.	₹15,000 - ₹20,000 +Incentive
7	Telecaller / Telesales	11	05 Male & 06 Female	Graduation	Good Communication skills and 1 Year experience in Sales.	₹15,000 - ₹20,000+Incentive
8	Team Leader (T.L.)	01	Male / Female (Both)	Any Master's Degree	Min. 1 Year experience as a Team Leader (T.L.) or Branch Head.	₹17,000 - ₹20,000 +Incentive
9	M.T.S + Guard	01	Male	Intermediate	N/a	₹8,000 - ₹10,000

TOTAL NUMBER OF POST- 22

Aikaaa Technologies

(Signature) Director

DETAILS NOTIFICATION

1. Branch Manager (01 Post)

- **Gender:** Male / Female (Both)
- **Qualification:** Master's Degree (MBA / M.Com / MA / MSc, etc.)
- **Experience:** Minimum **2 years of experience** as a Branch Manager is mandatory.
- **Key Responsibilities:**
 - Managing daily branch operations and driving sales targets.
 - Tracking and monitoring the performance of the entire branch staff (Sales, Operations, Support).
 - Ensuring strict implementation of company policies and compliance at the branch level.
 - Reporting the branch profit and loss (P&L) statements directly to the Head Office.

○

2. Legal Registration Expert (01 Post)

- **Gender:** Male / Female (Both)
- **Qualification:** Any Bachelor's Degree (Graduation) B.com or BBA preferred.
- **Key Responsibilities:**
 - Handling all essential company licenses and government registrations (GST, MSME, etc.).
 - Verifying, drafting, and preparing legal documentations and client agreements.
 - Keeping the company updated with latest legal compliances, rules, and regulations.

3. Digital Marketing (02 Posts)

- **Gender:** Male / Female (Both)
- **Qualification:** BCA, MCA, B.Sc (IT), B.Tech (IT/CS), or any equivalent I.T. degree.
- **Key Responsibilities:**
 - Creating, running, and managing campaigns on social media platforms (Facebook, Instagram, LinkedIn).
 - Executing Search Engine Optimization (SEO) strategies and running Paid Ads (Google Ads / Meta Ads).
 - Planning content, graphics design, video editing knowledge and branding strategies to boost business growth and generate quality leads.

4. Receptionist (01 Post)

- **Gender:** Female
- **Qualification:** Minimum **Intermediate (12th Pass)**.
- **Key Responsibilities:**
 - Greeting and welcoming clients, guests, and visitors at the office with a professional attitude.
 - Handling inbound telephone calls and routing them to the appropriate department.
 - Maintaining basic office documentation, courier logs, and front-desk registers.

5. Web Developer (01 Post)

- **Gender:** Male / Female (Both)
- **Qualification:** BCA, MCA, B.Tech (CS/IT), M.Tech (CS/IT), or B.Sc (Computer Science).
- **Key Responsibilities:**
 - Designing and developing responsive, user-friendly websites for the company and clients.
 - Managing the website backend, frontend interfaces, and database configurations.
 - Troubleshooting website bugs/errors and optimizing page speed and security.
 - Knowledge of Php & Mobile apps design

6. Telesales / Telecaller (I.T) (03 Posts)

- **Gender:** 02 Male & 01 Female
- **Qualification:** BCA, MCA, BBA, MBA, or any **Professional I.T Degree**.
- **Key Responsibilities:**
 - Calling potential clients from the provided database to pitch company services/products.
 - Following up rigorously with leads and successfully converting them into sales closures.
 - Meeting daily calling metrics and achieving monthly sales targets.

7. Telecaller / Telesales (11 Posts)

- **Gender:** 05 Male & 06 Female
- **Qualification:** Minimum **Graduation** pass.
- **Experience:** Minimum **01 year of experience** in sales.
- **Key Responsibilities:**
 - Handling inbound/outbound customer calls and providing accurate information about company services.
 - Managing data entry tasks and updating daily calling logs accurately.
 - Resolving customer queries, complaints, and grievances efficiently.

8. Team Leader/ Telesales Head (T.L) (01 Post)

- **Gender:** Male / Female (Both)
- **Qualification:** **Master's Degree** (MBA / M.Com / MA / MSc, etc.)
- **Experience:** Minimum **01 year of experience** as a Team Leader.
- **Key Responsibilities:**
 - Monitoring the daily performance, attendance, and call quality of the Telesales/Telecalling team.
 - Assigning daily targets to team members and providing the necessary support and motivation to achieve them.
 - Compiling daily/weekly performance reports and submitting them to the Branch Manager or Management.

9. Office Security Guard Responsibilities

- **Visitor Management:** Greet visitors, verify their identity, and maintain logs in the entry register.
- **Access Control:** Prevent unauthorized people from entering the office premises.
- **Patrolling:** Monitor the office area, parking lot, and common zones for any suspicious activity.
- **Asset Protection:** Secure office property, equipment, and vehicles against theft or damage.
- **Emergency Response:** Report any incidents, fire hazards, or security breaches immediately to the Branch Manager.
- **Lockdown Duties:** Check and lock all doors, windows, and main gates after office hours.

Aikaaa Technologies

(Signature)

Director

Important Instructions & Application Guidelines

Please read the following instructions carefully before applying for any position:

1. Application Deadline

- Eligible and interested candidates must submit their applications online **within 15 days** from the date of this advertisement. Late applications will not be entertained.

2. Selection Methodology

- The selection process will be conducted via a **Written Exam, Typing Test, and Personal Interview** as outlined in the selection matrix. The final merit list will be prepared based purely on overall performance.
- *Note: Management reserves the right to modify the selection criteria or shift to a direct merit-plus-interview model based on the volume of applications received.*

3. How to Apply

- Candidates can apply officially through the company's dedicated career portal.
- **Official Application Link:** <https://aikaaa.com/career/> or mail us-hr@aikaaa.com
- *Note: No offline applications or resumes sent via direct email will be considered unless specified.*

4. Interview Intimation & Schedule

- Only shortlisted/selected candidates from the initial screening rounds will be invited for the Personal Interview.
- Detailed information regarding the **Date, Time, and Venue/Place of the Interview** will be sent directly to the candidate's registered **WhatsApp number** and **Email ID**.
- Candidates are advised to keep checking their inbox and spam folders regularly for official updates.

Overview of Selection Rounds

- **Round 1: Written Examination:** Evaluates candidates on General Aptitude, Reasoning, Basic English/Hindi Language, and Post-Specific Domain Knowledge.
- **Round 2: Typing Test:** Assesses the candidate's computer typing speed, accuracy, and basic data entry skills.
- **Round 3: Personal Interview:** The final round to evaluate communication skills, personality, problem-solving abilities, and practical job knowledge.

Aikaaa Technologies

(Signature)



Director

Official Declaration by the Company

Aikaaa Technologies Private Limited hereby declares and clarifies the following regarding this recruitment notification:

1. **Equal Opportunity & Merit-Based Selection:** Aikaaa Technologies Private Limited is an Equal Opportunity Employer. All appointments and selections are made strictly on the basis of merit, educational qualifications, and candidate performance across the selection rounds. We do not discriminate on the basis of caste, creed, religion, gender, or background.
2. **Anti-Fraud & No-Fee Policy:** The company **does NOT charge any application fee, processing fee, security deposit, or money** from candidates at any stage of the recruitment, interview, or hiring process. Candidates are strictly warned against fraudulent agencies, touts, or unauthorized individuals claiming to offer employment at Aikaaa Technologies in exchange for money.
3. **Right to Modify or Cancel:** The management reserves the absolute right to increase or decrease the number of vacancies, modify the selection criteria, or postpone/cancel the entire recruitment process at any stage without assigning any reason or issuing prior notice.
4. **Final Authority:** All decisions made by the HR Department and Management of Aikaaa Technologies Private Limited regarding candidate eligibility, examination results, and final selection shall be final, binding, and non-negotiable.
5. **The Company reserves** the right to increase, decrease, modify, or cancel the number of vacancies, salary structure, eligibility criteria, selection process, or the entire recruitment process at any stage without assigning any reason. The decision of the Company shall be final and binding on all applicants.

Issued By:

Human Resources (HR) Department

Aikaaa Technologies Private Limited

Patna, Bihar

Website: <https://aikaaa.com/>

Email: HR@AIKAAA.COM

Aikaaa Technologies

(Signature)

Director