



INSTITUTE OF  
MANAGEMENT &  
TECHNOLOGY

INNOVATIVE • MOTIVATE • TRANSFORM

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Ref. No.: -GRD-IMT/P&CA/2023/TP-56

Date: 10/02/2023

## **POOL CAMPUS PLACEMENT NOTICE**

**For**

**B. TECH/DIPLOMA-ME/EE/EC**

**BATCH-(2023)**

**Name of Company: MINDA CORPORATION LTD**

**ABOUT COMPANY:** - Minda Corporation Limited is one of the leading automotive component manufacturing companies in India with a pan-India presence and a significant international footprint. The Company was incorporated in 1985. MCL is the flagship company of Spark Minda Group, which was part of the erstwhile Minda Group. The company has a diversified product portfolio that encompasses Mechatronics, Information & Connected Systems, Plastics & Interior, and Electronics for auto OEMs. These products cater to 2/3 wheelers, passenger vehicles, commercial vehicles, off-roaders, and after-market segments. The company has a varied customer base including Indian and global original equipment manufacturers and Tier-1 customers. For assimilating the latest technologies, Minda Corporation has a dedicated R&D facility and strategic collaborations with pioneers and leaders of the global automobile industry. This gives Minda Corporation an edge in product design and delivers products consistent with stringent international quality standards. For further information, visit [www.sparkminda.com](http://www.sparkminda.com). It is currently engaged in businesses like Security Systems, Die Casting, Starter Motors & Alternators, Wiring Harness, Instrument Clusters & Sensors, Components, Antenna Systems, Interiors & Plastics, Aftermarket, Electric Vehicle & Connected Systems.

### **1. Designation: GET**

<b>Company / Unit Name: Minda Corporation Limited (Spark Minda Group)</b>	
<b>Position Title:</b> Graduate Engineer Trainee	<b>Level:</b> IV C
<b>Department:</b> Operations/ Quality/ PMG/ Sourcing/Engineering	<b>Reporting to:</b> Functional Head
<b>Company Location:</b> PAN India	
<b>Educational Qualification:</b> B. Tech (Mechanical, Electronics, Electrical, Mechatronics, Automobile etc)	
<b>Role and Responsibilities:</b>	

**Operations**

- To monitor the production processes and lines supervision and adjust schedules as needed.
- To adhere the Quality culture in Associates.
- To adapt new technology and implement across the unit to achieve defect free environment.
- Completing all tasks set by the Supervisor and assisting wherever possible.
- Good observation skills and a willingness to learn.

**Quality**

- To support all customer quality/ Process Quality / Supplier Quality/ NPD Quality, plan corrective /preventive actions & regular review of it for action being taken.
- To visit customer/Supplier as & when required.
- Support in review & initiate engineering / process changes wherever necessary.
- To suggest modifications/improvements in inspection/audit standards and drawings, if required.
- To keep updated on customer complaints and maintain PCA file.

**Sales and Dispatch**

- Plan Sales orders as per customer requirements.
- Co-ordination with the internal team, preparation of various reports, Dispatch reports, and Sales reports required.
- Preparation of monthly schedule.
- Daily Dispatch reports Sales Vs Actual, transportation Monitoring & Agreements.
- Premium Freight tracking as per budget & tracking & monitoring.
- Preparation of Invoices, Making advance shipping notes.

**Sourcing**

- Support in Raw material Purchase/ BOP.
- Support in Vendor Development and Cost negotiation.
- Support in preparing of Purchase Order.
- Follow-up with suppliers for timely dispatch.
- Handing over Bill of entry copies to Accounts Dept. for regularization.

**PMG**

- Support for new Project starting from RFQ.
- Prepare projects timelines, support in Derive & monitoring product Costing.
- Review/ Track project scheduled with CFT & Sr. Mgmt.
- Documentation of projects as per APQP guidelines.
- Support in managing project budget and resource allocation.

**Engineering**

- Support in product/ tool design & development.
- Support in Geometric dimension & tolerance.
- Support in Value analysis & value engineering.
- Review/ Track project scheduled with CFT & Sr. Mgmt.

	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>
<b>Designation</b>	GET	Engineer	Senior Engineer
<b>Level</b>	IV- C	V A	V B
<b>Total CTC</b>	4.50 LPA	5.50 LPA	On performance Basis
<b>Fixed CTC</b>	4.00 LPA	4.50 LPA	On performance Basis

<b>Other Benefits</b>	50K Retention Bonus	1 Lakh Retention Bonus (to be added in CTC after 1 year)	Company Sponsor trips (A+performers) Company Sponsored Certifications (A performers)
<b>Eligibility Criteria</b>	After successful completion of 1 <sup>st</sup> year	After successful completion of 2 <sup>nd</sup> year	After successful completion of 3 <sup>rd</sup> year

## 2. Designation: DET

<b>Company / Unit Name: Minda Corporation Limited (Spark Minda Group)</b>	
<b>Position Title: Diploma Engineer Trainee</b>	<b>Level: IV B</b>
<b>Department: Operations/ Quality/ PMG/ Sourcing/Engineering</b>	<b>Reporting to: Department Lead</b>
<b>Company Location: PAN India</b>	
<b>Educational Qualification: Diploma (Mechanical, Electronics, Electrical, Mechatronics, Automobile etc)</b>	
<b>Role and Responsibilities:</b>	
<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>To monitor the production processes and lines supervision and adjust schedules as needed.</li> <li>To adhere the Quality culture in Associates.</li> <li>To adapt new technology and implement across the unit to achieve defect free environment.</li> <li>Completing all tasks set by the Supervisor and assisting wherever possible.</li> <li>Good observation skills and a willingness to learn.</li> </ul> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>To support all customer quality/ Process Quality / Supplier Quality/ NPD Quality, plan corrective /preventive actions &amp; regular review of it for action being taken.</li> <li>To visit customer/Supplier as &amp; when required.</li> <li>Support in review &amp; initiate engineering / process changes wherever necessary.</li> <li>To suggest modifications/improvements in inspection/audit standards and drawings, if required.</li> <li>To keep updated on customer complaints and maintain PCA file.</li> </ul> <p><b>Sales and Dispatch</b></p> <ul style="list-style-type: none"> <li>Plan Sales orders as per customer requirements.</li> <li>Co-ordination with the internal team, preparation of various reports, Dispatch reports, and Sales reports required.</li> <li>Preparation of monthly schedule.</li> <li>Daily Dispatch reports Sales Vs Actual, transportation Monitoring &amp; Agreements.</li> <li>Premium Freight tracking as per budget &amp; tracking &amp; monitoring.</li> <li>Preparation of Invoices, Making advance shipping notes.</li> </ul> <p><b>Sourcing</b></p> <ul style="list-style-type: none"> <li>Support in Raw material Purchase/ BOP.</li> <li>Support in Vendor Development and Cost negotiation.</li> </ul>	

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	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
<b>Designation</b>	DET	Engineer	Engineer
<b>Level</b>	IV- B	IV C	IV C
<b>Total CTC</b>	3.00 LPA	3.50 LPA	On performance Basis
<b>Other Benefits</b>	Departmental Trainings	Applicability for Higher Education Policy	50,000 Retention Bonus (A+/Arating for last 2 years)
<b>Eligibility Criteria</b>	Applicable to all	After successful completion of 2 <sup>nd</sup> year	After successful completion of 3 <sup>rd</sup> year

Link for Registration: - <https://forms.gle/Bywe44idmrRL1RNe8>

**Last date of Registration: -15/02/2023**

**DATE OD DRIVE: - 25/02/2023**

**VENUE: - GRD IMT, RAJPUR, DEHRADUN**

**REPORTING TIME: - 9 AM**

Please feel free to contact me in case of any queries:



**Kamal Kant Rana  
(REGISTRAR)  
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DEHRADUN**

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