



**Indira Gandhi National Open University
Campus Placement Cell
Maidan Garhi, New Delhi-110068**

Campus Placement Drive for Litterae Foundation.

At

Convention Centre, IGNOU Campus, Maidan Garhi, New Delhi-110068.

On

Dated : 12 September 2023

(Reporting and Registration: 9.30-10.30am)

(Pre-placement talk: 11.00 am)

Job Description & Details

Positions

Date Entry Operators

Nature of Employment

Contractual

Key Responsibilities

- Data Management
- Data Handling
- Emails/Online Correspondence

Key Skills

- MS WORD
- MS EXCEL
- POWERPOINT
- TYPING SPEED 25 WORD PER MINUTE

Salary & Incentives

UNDER GRADUATES 20K
GRADUATES 22 K

Work Experience

0-1 YEAR

Academic Qualification

BCA students or other undergraduate students with Certificate/Diploma in Computers

Age

19

Posting Location

Delhi

Career Path

Data Entry Operator – Office Assistant

Selection Process

70 Marks Computer Based Test

30 Marks Viva Interview

IMPORTANT NOTE:

- A brief introductory session (Pre-placement-talk) highlighting company profile, job requirements, CTC etc. will be conducted before the placement drive.
- Applicants are required to carry
- **two copies of their updated Resume/CV and IGNOU ID Card (two copies)**
- 2 Passport size photograph
- **KYC docs** - Pan Card and Adhar Card
- **Education docs** - Diploma marksheet and Certificate
- **Employment proof(if any)**- Current company Appointment letter
Last 3 Month Salary slips
- The selection process may continue till late evening. Applicants are advised to come prepared to stay till late evening.
- **Applicants reporting after 11.00 AM shall not be allowed to participate in the Placement Drive.**
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For more information and registration for placement

Call between 10:30 AM to 6 PM

Email ID on which candidates can send mail : dir@litteraeedu.com/rrr@litteraeedu.com

Contact persons from Company: Ms. Rajni Vashist - 9971962885

Contact persons from IGNOU.

Director (CPC) IGNOU office Phone No. 011-29571114

**Director
Campus Placement Cell**