



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

**Campus Placement Drive for Insurance Dekho**

**At**

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

**On**

**Dated : 16<sup>th</sup> January 2024**

**(Reporting and Registration: 9.30-10.30am)**

**(Pre-placement talk: 11.00 am)**

**Job Description & Details**

**Positions**

Health & Life – Insurance Advisors

**Nature of Employment**

Full time

**Key Responsibilities**

- Conduct thorough consultations with clients to understand their insurance needs and financial goals.
- Provide expert advice on health and life insurance products tailored to meet individual client requirements.
- Develop and maintain a pipeline of potential clients through effective relationship building.
- Stay updated on industry trends, insurance products, and regulatory changes.
- Guide clients through the application process, ensuring accurate and timely completion of all required documentation.
- Collaborate with internal teams to expedite the underwriting process and resolve any issues.

**Key Skills**

- Able to contribute independently Self Starter.
- Comfortable working hands-on in a fast-paced startup Environment.
- Outstanding written and oral communication skills and great team player.
- Willing to work in a telesales role and earn lucrative incentives

## Salary & Incentives

Fixed: 3 LPA (Fixed) + Incentives

## Work Experience

Freshers and Experienced

## Academic Qualification

Graduate and Post Graduate – No backlogs or Exams pending

## Age

Minimum - 19 Years

Maximum – 28 Years

## Posting Location

Udyog Vihar, Gurgaon

## Career Path

Tele Sales Executive – Senior Tele Sales Executive – Team lead – Assistant Manager

## Selection Process

Group Discussion, Interview – 1. Sales pitch round 2. Culture fitment round

## **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** - Graduation, Post Graduation marksheet and Certificate
- **Employment proof( if any)**- Previous offer letter if working  
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.**

**For more information and registration for placement**

Call between 10:30 AM to 6 PM

Email ID on which candidates can send mail : [abhay.chauhan@insurancedekho.com](mailto:abhay.chauhan@insurancedekho.com)

Contact persons from Company: 1. Akansha – 8630885707

2. Abhishek - 7307469984

Contact persons from IGNOU.

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

**Director  
Campus Placement Cell**