

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

**Campus Placement Drive with College Dekho.com at Convention
Centre, IGNOU Campus, Dated 12.4.19 at 10.00 am.**

**(Reporting and Registration: 10-11am)
(Orientation Programme: 11 am)**

Job Description

Positions

Academic Counsellor

Nature of Employment

Full Time Employment

Number of Vacancies

Vacancies: 30

Key Responsibilities

Job Description – Looking for Self-passionate & Quick learner and, goal oriented individuals, responsible for

- Educational guidance and assistance to students on calls
- Promotion of partner colleges
- Meeting daily & weekly targets of cases
- Follow up with College coordinator of form filled/walk in cases
- Suggestions to improve CollegeDekho experience for students

Key Skills

Requirement

- Fresher – Excellent communication skills (not necessarily English). Good communication skills for experienced candidates.
- Candidates with outbound calling process background will get preference.

Salary & Incentives

Upto INR 3 Lacs + Incentives

Work Experience

0.6-2 years

Academic Qualification

Any Graduate

Age Criteria

NA

Posting Location

Pioneer Urban Square, Sector 62, Gurgram

Career Path

As per the internal company policy

Selection Process

Face to Face Interview

IMPORTANT NOTE:

A brief introductory session (Pre-placement-talk) highlighting company profile, job requirements, CTC etc. will be conducted before the placement drive.

Students are required to carry **two copies of their resume** at the time of interview

For further information, please contact:

(i) Ms. Renu Bala at 8448186034/Tejpal at 8955411350 from company side.

And/or

(ii) Director's Office, CPC, IGNOU at 29571114

(Prof. B. B. Khanna)
Director (Campus Placement Cell)