



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

Campus Placement Drive for APTARA

At

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

On

Dated : 15 February 2023

(Reporting and Registration: 9.30-10.30am)

(Pre-placement talk: 11.00 am)

Job Description & Details

Positions

Copy Editors and Technical Writers

Nature of Employment

Permanent

Key Responsibilities

- **Provide resolution for all people and client related issues while doing on-the-feet thinking**
- **Identify and suggest improvements**
- **Ability to clearly interpret the management needs and deliver as per expectations**
- **Spelling, including British to American English**
- **Grammar, including rephrasing sentences for non-English-speaking authors**

Key Skills

- **Good command over English Language minimum graduate any stream. Candidate should pass the English Test.**

Salary & Incentives

Salary Range INR 20,000 to INR 30,000 in hand.

Work Experience

Fresher or Maximum 5 years of experience in relevant field.

Academic Qualification

Minimum Graduate, without any backlogs.

Age

18 to 45 Years

Posting Location

Noida

Career Path

Career progression will be based on the performance every year.

Selection Process

Written Test - Yes

Interview - Max 2 Rounds

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)**
- 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. Canteens in the Campus are not open.**

For more information and registration for placement

Call between 10:30 AM to 6 PM

Contact persons from company side.

(i) Mr. Dayal Chand Pandey – 9818512200 Ext: 3033

E-Mail Id – dpandey@aptaracorp.com

And/or

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

**Director
Campus Placement Cell**