



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

**Campus Placement Drive for CollegeDekho |
Girnarsoft Education Services Pvt.Ltd.**

At

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

On

**Dated :12 October 2021
(Reporting and Registration: 10-11 am)
(Pre-placement talk:11 am)**

Job Description& Details

Positions

Academic Counsellor/Sr. Academic Counsellor

Nature Nature of Employment of Employment

Permanent

Number of Vacancies

100

Key Responsibilities

Who are we looking for:

- ✓ We are looking for smart and dynamic people, who are passionate about helping students realise their dreams by guiding them making judicious & informed decisions about their education and career.
- ✓ The successful applicant would thrive on a challenging role, and be a great advisor to both the student's and their parent's. We would like to invite people who have worked in or would like to work with progressive organizations, as part of a successful team to come and join us.

If you think you would enjoy working in a fast paced, growth oriented organization, you are the right person for us.

What would you be expected to do:

- ✓ Upon your joining, you will go through an intensive training program where you will be taught counselling skills, and out internal technical systems
- ✓ You would then be assigned to teams, with a buddy to help you get answers to your routine, day to day questions
- ✓ Once settled, you would be expected to counsel students on the phone with basis the knowledge and training imparted to you at time of onboarding.
- ✓ The counselling will lead to forms filling for admission, and ultimately to admission in our partner colleges as per your assigned targets.
- ✓ You will also have directly access to the colleges as and when required and help in admission conversion process.
- ✓ You would be expected to maintain daily MIS on the calls attended and walk in's attended (if any).

Key Skills

- ✓ Excellent communications skills (English) and interpersonal skills
- ✓ Inherent ability to have engaging conversations
- ✓ Excellent listening skills
- ✓ Self-starter and ability to execute high velocity closures
- ✓ Ability to work in low supervision but high ownership environment
- ✓ Genuine interest in helping people succeed
- ✓ Conveyance Requirement

Salary & Incentives

Up to 4.50 LPA

Work Experience

Experience – 2 to 4 Years

Academic Qualification

Education: Graduate

Age

Upto 30 Years

Posting Location

Gurgaon Sector 62

Career Path

Academic Counsellor > Senior Academic Counsellor > Team Leader > Assistant Manager (18 – 24 months between two levels)

Selection Process

Round I: HR Interview

Round II: Business 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)**
- 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

- (i) Mr. Balbeer-7678341828 and Mr. Tejpal-8955411350 from company side.
E-Mail Id – career@collegedekho.com

And/or

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

(Dr. V. P. Rupam)
Director
Campus Placement Cell