

# JOB DRIVE

## IT SECTOR

FOR IGNOU STUDENTS AND ALUMNI ONLY



### COMPANY

**NTPL Digital Services Private Limited**  
*A Leading IT Company in India*



**DATE**  
6<sup>th</sup> May 2026



**VENUE**  
NTPL DIGITAL SERVICES  
B-20, B Block,  
Sector 2, Noida,  
Uttar Pradesh 201301



**REPORTING  
TIME**  
10:00 AM



Scan for Registration



### AVAILABLE POSITIONS / MULTIPLE OPENINGS (30)

- Designation – AO



### WHO CAN APPLY

- Graduates (Any UG Degree),  
Freshers and Experienced Candidates
- Basic Computer and IT Skills
- Good Communication Skills



### DOCUMENTS TO BRING

- Updated CV/Resume
- Original ID Proof
- Relevant Certificates



### KEY RESPONSIBILITIES

- Monitoring and Surveillance
- Basic understanding of CCTV  
cameras and monitoring systems
- Identify and report suspicious  
activities
- Maintain records/logbooks



### JOB LOCATION (ON-ROLL)

Delhi Only



### SALARY & INCENTIVES

As per industry standards.  
Refer to the Google Form link  
or QR code for details.

**CAMPUS PLACEMENT CELL**  
**IGNOU, NEW DELHI**



**Job Description**  
**NTPL Digital Services Private Limited**

<b>Profile</b>	Monitoring & Surveillance	<b>Education Criteria</b>	Graduate
<b>Position Location</b>	Delhi	<b>CTC</b>	2.04 Lakhs p.a.

<b>Job Description</b>	<b>Desired Skills</b>
<p><b>Responsibilities: -</b></p> <ol style="list-style-type: none"><li>1. Change the incident state.</li><li>2. Forward the incident.</li><li>3. Transfer the incident.</li><li>4. Edit the incident.</li><li>5. Change the description</li><li>6. Change the priority level</li><li>7. Release the ownership</li><li>8. Attach additional entities to the incident.</li><li>9. Link related incidents.</li><li>10. Attach a document as a URL link to the incident.</li><li>11. Link the flagged incident data.</li><li>12. Shall be responsible for creating standalone incident reports or incident reports tied to alarms.</li><li>13. Acknowledge the alert in the alert manager.</li><li>14. Demonstration of predefined and relevant SOP in the SOP section.</li><li>15. MIS Reports and Incident Reporting</li><li>16. Ensure to follow the different kinds of reports/documents required, such as SOPs, etc., for effective maintenance of hardware, field devices, and related eco-systems.</li></ol>	<p><b>Skills Requirements: -</b></p> <ol style="list-style-type: none"><li>1. Basic computer knowledge</li><li>2. Basic understanding of CCTV cameras and monitoring screens</li><li>3. Identify and report unusual or suspicious activities</li><li>4. Maintain simple records/log book</li><li>5. Willing to work in rotational shifts (day/night)</li><li>6. Good alertness and concentration</li><li>7. Able to follow instructions and security rules</li><li>8. Honest, responsible, and disciplined</li></ol>