



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

**Campus Placement Drive for: CollegeDekho.com
At Convention Centre, IGNOU Campus
Dated :[22 January 2020](#)
(Reporting and Registration: 10-11 am)
(Orientation Programme:11 am)**

Job Description& Details

Positions

Academic Counsellor

Nature Nature of Employment of Employment

Permanent

Number of Vacancies

60

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 and interpersonal skills
- ✓ Inherent ability to have engaging conversations
- ✓ Excellent listening skills
- ✓ Excellent communications skills (English) and interpersonal 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

INR 2.5L – INR 2.75L + Incentives (upto 50% of fixed salary)

Work Experience

Experience – 0.5 to 3 Years

Academic Qualification

Education: Graduate

Age

Upto 30 Years

Additional Mandatory Requirement:-

Candidate should be open for calling profile.

Posting Location

Gurgaon (Golf Course Extension Road)

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: Functional Interview

Round III : Final Functional Interview

IMPORTANT NOTE:

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

The Students are required to carry **twocopies of their updated Resume/CV and IGNOU ID Card, PAN CARD &Adhaar card**at the time of interview.

For more information and registration for placement

Call between 9:30 AM to 6 PM

(i) Mr./Ms.**Renu / Anshat 8929491112** from company side.

And/or

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

(Dr. K. D. Prasad)
Director
Campus Placement Cell