



**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 : 29 November 2022

(Reporting and Registration: 9.30-10.30am)

(Pre-placement talk: 11.00 am)

Job Description& Details

Positions

Academic Counsellor

Nature of Employment

Permanent

Key Responsibilities

Here's how your onboarding journey will look like:

Upon your joining, you will go through an intensive training program where you will be taught counselling skills, product knowledge, communication skills & about internal technical system. This training will consist of New Hire Classroom Training+Nest OJT phases (you're expected to clear this training to hit the shopfloor). If you aren't able to clear the training the organization may decide to either redeploy or take action (as per the HR policy). The period of training will vary from the process/product you get aligned with. You would then be assigned to your respective shopfloor team; with a buddy to help you get answers to your day-to-day questions. Once settled, you would be expected to counsel students over the phone, basis the knowledge & training imparted to you. Counselling will lead to forms filling for admission, & ultimately to admission in our partner colleges as per your assigned targets. You will also have direct access to the colleges SPOC as & when required & help in admission conversion process. You would be expected to maintain daily MIS on the calls & walk-ins (if any)

Key Skills

- ✓ Excellent listening skills + Excellent communications skills (English & Hindi) &) and interpersonal skills, multilingual languages (where required)
- ✓ BPO/contact centre background & sales experience
- ✓ Comfortable with Daily-Weekly-Monthly sales targets
- ✓ Should enjoy working in a core sale driven environment
- ✓ Self-starter & ability to execute high velocity closures
- ✓ Zero to 5 years of experience into telesales
- ✓ Open to work in rotational weekly-off culture-6 days working including Sunday's
- ✓ Open to work any shifts (early morning, late afternoon, nights)
- ✓ Inherent ability to have engaging conversation
- ✓ Graduate in any stream

Salary & Incentives

2.8 LPA to 3.5 LPA + unlimited Incentive

Work Experience

Experience – 0 to 2 Years

Academic Qualification

Education: Graduate above

Age

18 to 35

Posting Location

Gurgaon

Career Path

As Counsellor + Senior Counsellor + TL + Manager

Selection Process

Group Discussion - Yes

Interview – Business and HR Round

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. Balveer - 91 7678341828
Mr. Amit – 91 9999492445
Ms. Dipti - 91 8506041920

E-Mail Id – careers@collegedekho.com, sunny.singh@collegedekho.com

And/or

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

**Director
Campus Placement Cell**