

1) IGNOU NIIT Employability Enhancement Programme

[http://www.ignou.ac.in/placementcell/080710\\_NIIT/IGNOU\\_NIIT.html](http://www.ignou.ac.in/placementcell/080710_NIIT/IGNOU_NIIT.html)

2) IGNOU Graduates required as 'Customer Care Executive' at India Bulls Group in Gurgaon

**IGNOU GRADUATES REQUIRED  
AS  
CUSTOMER CARE EXECUTIVE  
FOR  
INDIA BULLS GROUP  
AT  
GURGAON**

**Dear Students,**

**Please find below the requirement of Customer Care Executive at India Bulls Group.**

**In case you are interested, please send your latest Resume to [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in)**

**Pl mark India Bulls in the subject area of your mail.**

**All the best**

**Dr. Neeta Kapai**

**INDIABULLS GROUP**

**Website: [www.Indiabulls.com](http://www.Indiabulls.com)**

**Group Overview**

Indiabulls Group is promoted by Mr. Sameer Gehlaut, Mr. Rajiv Rattan and Mr. Saurabh Mittal, with business interests in Financial Services, Real Estate, Infrastructure and Retail services. Mr. Sameer Gehlaut is the chairman of the group. Formed in the year 1999, the group consists of Indiabulls Real Estate Limited (IBREL) , Indiabulls Financial Services Ltd (IFSL), & Indiabulls Securities Limited (ISL), Indiabulls Power Limited(IPL), all four companies listed on the National Stock Exchange and Bombay Stock Exchange. The consolidated net worth of the Group is more than Rs15,000 crores and it has over 9,000 employees. The market capitalization of the Group exceeds Rs. 20000 crores (US\$ 4.25 billion). In a short span of time, the Group has achieved significant scale and leadership positions in all the businesses it operates in.

The strong performance of the Group coupled with professional management has attracted several respected international investors such as Mr. L N Mittal, Chairman and CEO of Arcelor Mittal, Farallon Capital, Fidelity, Capital Research and Goldman Sachs.

**POSITION BRIEF**

Type of Requirement: Regular/Part time/Contract/Consultant/Trainee **(Regular)**

<b>Designation</b>	▪ <b>Customer Care Executives</b>
<b>Location</b>	<b>2. Gurgaon</b>
<b>Experience (in years)</b>	<b>3. 0 – 2 years</b>
<b>Number of vacancies</b>	▪ <b>15</b>
<b>Brief job description/ Technical skill/ Competencies</b>	<ul style="list-style-type: none"> <li>▪ Effectively deal client queries/complaints recd over phone/ email</li> <li>▪ Expedite client queries, keep them informed on projects delays or early fulfillment</li> <li>▪ Meet client requirements, solve their problems and encourage future business through social networking</li> <li>▪ Organize resources to locate information about products/ service</li> <li>▪ Review all data entries and written communication before sending or submission</li> <li>▪ Maintain and update records</li> <li>▪ Timely submission of all reports</li> <li>▪ Liaisoning with departments within the organization to enhance and expedite clients reversals</li> <li>▪ Taking care of inbound and outbound calls.</li> </ul>
<b>Educational/professional qualification required</b>	▪ <b>Graduate</b>
<b>Soft skills/competencies</b>	<ul style="list-style-type: none"> <li>▪ Need to be work oriented, conscientious and hard working</li> <li>▪ Ability to learn, be resourceful and methodical</li> <li>▪ Be friendly, polite, reliable, positive and acts appropriately and proactively</li> <li>▪ Ability to anticipate client needs, show concern and be a good listener</li> <li>▪ Possess presentation and report writing skills</li> </ul>
<b>Salary range</b>	<b>Up to INR 14K</b>
<b>Required by (Date)</b>	<b>Immediately</b>
<b>Special remarks</b>	<b>Good Communication Skills</b>

**3) Placement Drive for NetAmbit Infosource & e-Services Pvt. Ltd. at NOIDA  
Placement for CE Info Systems at Delhi, Bangalore ,Mumbai**



**NetAmbit**  
Together We Grow

**NetAmbit Infosource & e-Services Pvt. Ltd.**

**PLACEMENT DRIVE FOR  
NetAmbit Infosource & e-Services Pvt. Ltd.  
AT NOIDA**

**Dear Learner,**

**NetAmbit Infosource & e-Services Pvt. Ltd.** is a leading financial services distribution company. Currently it is keen to recruit young and dynamic individuals for the following positions:

**Company Profile:**

NetAmbit is promoted by IIM-A alumni and is funded by renowned PE firms. They have a team of 3500 young achievers spread across 100+ cities in the country. Their unique business model promises more than 100% growth while aiming to be a financial services' supermarket. For more details visit: [www.netambit.com](http://www.netambit.com)

<b>Title</b>	<b>Telesales Officer / Sr. Telesales Officer</b>
<b>Reporting structure / Base Location</b>	Team Leader / NOIDA
<b>Reason for creating these positions</b>	Expansion
<b>Salary Package</b>	66,000 – 90,000 per annum + Incentives
<b>Educational Qualifications</b>	Graduates/Under-Graduates from Commerce and Arts preferably
<b>Industry</b>	Financial Services

Job Profile  
&  
Growth Path

- The job involves telesales of Life Insurance & General Insurance products for brands like ICICI, Bharti-Axa, SBI, Kotak etc.
- The candidate would be responsible for achieving sales targets through telemarketing.
- The candidate would have adequate database support from the company.
- The candidate would report to the Team Leader
- The candidate would undergo 15-20 days of training before the assignment is given.

## GROWTH PATH

**TSO – Sr. TSO – Team Coordinator-Team Leader  
Assistant Manager – Manager**

**A good performer would also have opportunity to move into other functions like HR, Training, Quality and Backend operations.**

In case you are interested, ***Kindly mail your latest Resume with name of the program, enrolment and mobile number to the undersigned latest by 11<sup>th</sup> June [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in) and [jobs@netambit.in](mailto:jobs@netambit.in)***  
***We may schedule our first walk-in on Saturday 12<sup>th</sup> June 2010 at Noida.***

***Please feel free to revert or call for any clarifications:***

**Contact Person – Neha Kataria**

**Email ID – [jobs@netambit.in](mailto:jobs@netambit.in)**

**Landline No.- 0120-2468069**

***Kindly mark **CV for NetAmbit Infosource & e-Services Pvt Ltd** in the subject line of your E-Mail.***

***Looking forward to a quick response from all eligible and interested candidates.***

**All the Best.**

**Dr. Neeta Kapai**

**4) Placement Drive for Money Minar Advisory Services at Delhi & NCR**

**PLACEMENT DRIVE FOR  
CE Info System Pvt. Ltd  
AT DELHI, BANGALORE & MUMBAI**

**Dear Learners,**

**CE Info Systems (P) Ltd.**, a New Delhi-based ISO 9001-2000 Company is keen to recruit young and dynamic individuals for various positions as mentioned below.

**Company Profile:**

**CE Info Systems (P) Ltd.**, was founded in 1992. Currently it is a leader in **premium quality digital map data and consumer navigation services**. Since 1994, through continuous field surveys and **state-of-the-art mapping technology**, the company has built its proprietary **MapmyIndia Maps**, the most comprehensive, accurate, robust and **reliable navigable map dataset** for all India. **MapmyIndia** is driving the Indian navigation industry by providing **internet, mobile and in-car navigation products** to end consumers directly as well as in partnership with leading international and national players.

The company has been providing **GIS based enterprise solutions** to over 500 leading corporate and government organizations in every vertical. In 2004, MapmyIndia was **short listed by NASSCOM as a showcase company for IT innovation in India**. Most recently, MapmyIndia's Managing Director was elected by GPS Business News as the **"World's GPS Businessman for the year 2007"** for driving the navigation industry in India

**DESIGNATIONS AND JOB DESCRIPTION**

**(1) Designation : Tele Sales/ Tele Callers**

**No. of Vacancies : 5**

**Location : Bangalore**

**Eligibility :**

1. Graduate in any field
2. Female Candidates only
3. Fresher can apply.

**Job Description** :

1. Experience in Outbound Tele sales
2. Experience in selling Insurance products or loans or holiday packages or hardware products etc.
- 3 Good communication skills to be able to sell GPS Products.
- 4 Generate leads
- 5 Multi lingual , aware of all south regional languages + fluent in English
- 6 No night shifts
- 7 No cab facility

**Salary** : Upto 10,000 p.m. + incentives.

**2). Designation** : Sales Promoters.

**No. of Vacancies** : 2

**Location** : Bangalore

**Eligibility** :

1. Graduate.
2. Female candidates only.
3. Fresher can also apply.
4. Should be from Automobile / Retail sector.
5. Should be multi lingual, aware of all south

regional

languages + fluent in English

**Job Description** : Selling GPS Navigator, handle counter sales.

**Salary** : Upto Rs. 10,000 p.m.

**3) Designation** : Sales Promoter

**No. Of Vacancies** : 10

**Location** : **Mumbai**

**Eligibility criteria** :

1. Must be Graduate.
2. Should have Good Communication Skills.
3. Only male Candidates can apply.
4. Promoters for this activity should preferably be from CE/Telecom channel background...

**Experience** : 0-2 years

**Job Responsibility** :

1. Selling GPS Navigator, handle counter sales.
2. Handle In-shop traffic & attending demo calls.
3. Manage retailer's sales team & thus involve them in promoting MMI products.

**Salary** : **Upto Rs. 10,000 p.m.**

**4) Designation** : **Associates**

**No. of Vacancies** : **10**

**Location** : **Delhi**

**Eligibility** :

1. Only Graduates can apply.( No post graduates )
2. Excellent communication skills.
3. Proficient in Ms Excel.

**Job Description** :

1. Handle Inbound & Outbound calls.
2. Responsible for Client & Customer interaction
3. Maintaining, updating & verifying client database.
4. Work in shifts, ready to stretch if required.( No Night shifts)

5. No selling, No targets given
6. No cab facility

Salary : Up to Rs 10,000 p.m.

5. Designation **Data Analyst**

No. of Vacancies **03**

Location **Delhi**

Salary **8,000-10,000/pm**

Joining Date **Immediate**

### Eligibility

1. Good logical & analytical skills
2. Good communication Skills.
3. Maintaining highest quality levels.
4. Good commitment and hard core dedication toward work.
5. Good team player
6. Achieving targets and uploading the work in the stipulated time frames
7. Minimum 6 months of experience.

### Job Description

1. Data Analysis.
2. Data warehousing and regular categorization of information.
3. Database Management.
4. Data Verification and validation using internet & other sources.

**In case you are interested, Kindly mail your latest Resume with name of the program, enrolment and mobile number to the undersigned latest by 5<sup>th</sup> of June at [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in).**

**Kindly mark CV for CE Info System Pvt Ltd in the subject line of your E-Mail.**

*Looking forward to a quick response from all eligible and interested candidates.  
All the Best.  
Dr. Neeta Kapai*

**5) Management Trainee at Future Group for Pan India locations**

**IGNOU CAMPUS PLACEMENT CELL**

**DATE: 3<sup>RD</sup> MAY 2010**

**Subject: MANAGEMENT TRAINEE at FUTURE GROUP for Pan India locations.**

**Dear Learner,**

**The Future Group/Pantaloon is keen to hire IGNOU MBA pass outs as Management Trainees as per details provided below:**

- |  |   |
|--|---|
| <b>1. Company Profile:</b>               | <b>Attached herewith</b>                |
| <b>2. Designation:</b>                   | <b>MANAGEMENT TRAINEE</b>               |
| <b>3. Number of Trainee ship offers:</b> | <b>50</b>                               |
| <b>4. Location of Traineeship:</b>       | <b>Pan India</b>                        |
| <b>5. Duration of Traineeship:</b>       | <b>12 months</b>                        |
| <b>6. Mode of Selection?</b>             | <b>Group discussion</b>                 |
| <b>7. Working Hrs:</b>                   | <b>9 Hours/day</b>                      |
| <b>8. Working Days:</b>                  | <b>6days/week</b>                       |
| <b>9. Stipend</b>                        | <b>Stipend amount will be informed.</b> |
| <b>10. Candidate Profile:</b>            | <b>MBA completed</b>                    |

**In case you want to avail this opportunity, please email your current Resume with a scanned photograph on the left corner of the resume to:**

**[campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in)**

**[sapana.p@pantaloon.com](mailto:sapana.p@pantaloon.com)**

**[Kripesh.Hariharan@futuregroup.in](mailto:Kripesh.Hariharan@futuregroup.in)**

**[Rajaram.Pai@futuregroup.in](mailto:Rajaram.Pai@futuregroup.in)**

Please Mark: **MANAGEMENT TRAINEE @ FUTURE GROUP** in the subject area.

We plan to conduct a Placement Drive for North zone at Delhi around 15<sup>th</sup> or 16<sup>th</sup> May 2010. We shall inform you the venue, date and time well in advance, keep checking your mail.

All the best

**Dr Neeta Kapai**

**6) Vacant Positions for 'SALES DEVELOPMENT MANAGER' in HDFC STANDARD LIFE**

## Insurance company in DELHI & NCR

### Vacant Positions for 'SALES DEVELOPMENT MANAGER' in HDFC STANDARD LIFE Insurance company in DELHI & NCR

Dear Learner,

HDFC STANDARD LIFE would like to conduct **Campus Placement Drives** for IGNOU Learners at **DELHI AND NCR** for the position of **Sales Development Manager** through their **FIRST ADVANTAGE** initiative as per details given below:

#### Company Profile

HDFC Standard Life (HDFCSL) Insurance Company Limited is one of India's leading private insurance companies, offering a range of individual and group insurance solutions. It is a joint venture between Housing Development Finance Corporation Limited (HDFC Limited), India's leading housing finance institution and a Group Company of the Standard Life Plc, UK. As on February 28, 2009 HDFC Ltd. holds 72.43% and Standard Life (Mauritius Holding) 2006, Ltd. holds 26.00% of equity in the joint venture, while the rest is held by others. Since its inception in 2000, HDFCSL has consistently focused on setting benchmarks in all aspect of insurance business. It was the first private player to be registered with the IRDA and the first to issue a policy on December 12, 2000. With a strong promoter, excellent brand image, diversified product portfolio & unflinching focus on the highest ethical standards, HDFCSL remains poised for long term sustainable growth through its 14000 employees and 500 branches spread over various locations.

#### What is First Advantage?

**First Advantage** is a **two months** insurance management program meant for **fresh graduates** who are looking for a rewarding career in Insurance. The program is designed to prepare fresh graduates for employment in the insurance industry.

**The program aims at building the following capabilities:**

- Understanding of Financial Planning Concepts (including insurance)
- In depth Product Knowledge on insurance
- Customer Service Skills
- Personality Development Skills

### What will be the Training Fees?

Rs.10000/ for a two month course.

### Any Stipend?

Yes, Rs.5000 during the second month. **Hence effective Training fees would be Rs 5000/only.**

**THIS TRAINING FEE OF RS. 5000/ WILL ALSO BE REIMBURSED AT THE END OF THE TRAINING PERIOD AND THE BEGINNING OF YOUR EMPLOYMENT.**

**HENCE TRAINING WILL BE 100%FREE**

### What are the Salient Features?

- 75 - 100 hours insurance professional course and skill oriented training.
- Excellent training infrastructure
- Industry insights through interactions with senior managers of HDFCSL
- Live Business projects with a performance based incentive program.
- **100% Guaranteed Job on successful completion of the program with HDFCSL**
- Conditional Pre-employment Offer by HDFCSL on enrollment

### What will be the Training Methodology?

The program will involve a unique blend of classroom and on the job training with a variety of interactive learning tools including:

- Classroom training
- Role-plays
- Group Discussions
- Audio- visual presentations
- Management Games

### Targeted at which Students?

The program can be offered to **students who are currently in their final year of graduation, last semester** of completion of their Degree.

For further program and registration details, kindly contact the **First Advantage Team** at

**Email ID:** - [akashyap@hdfcinsurance.com](mailto:akashyap@hdfcinsurance.com)  
[shwetam@hdfcinsurance.com](mailto:shwetam@hdfcinsurance.com)

**Tel: No:** - Amit Kashyap 9540629184 LL-011- 43172568

Shweta Mishra 9999400098 LL-011-43172566

In case you are interested in entering or pursuing a career in the Insurance sector as **Sales Development Managers** through the **First Advantage** program kindly send us your consent and Resume at [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in)

**Important:**

11. Do not forget to mention your program and Enroll. No.
12. Please mention '**HDFCSL-DELHI**' in the subject area of the email

With Best Wishes

Dr Neeta Kapai  
Campus Placement Cell

7) PGJMC and MEDIA Students required on short term project basis at IGNOU

IGNOU

CAMPUS PLACEMENT CELL

**JOURNALISM AND MEDIA / MASS COMMUNICATION STUDENTS REQUIRED ON SHORT TERM PROJECT BASIS TO ASSIST IGNOU REWAMP ITS WEB SITE.**

Dear Learners,

Revamping of the IGNOU web site was long overdue. To undertake this activity it has been thoughtfully decided that we give this unique opportunity to **six** of our **PGJMC** students who are **either pursuing** or have **completed** the program so that they can test their **on ground professionalism** acquired and also get some experiential learning opportunity. You will be paid a **stipend of Rs. 7000/month** if found suitable.

In case you are interested in availing this challenging opportunity, kindly email your latest **Resume** to [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in) at the earliest so that we can fix the **interview** by 5th March. Please mention your contact no. and mark **Media Professionals** in the subject area of your mail.

ALL THE BEST

Dr Neeta Kapai

Campus Placement Cell

IGNOU

- 8) **70 Vacant Positions for 'SALES DEVELOPMENT MANAGER' MANAGER' in HDFC STANDARD LIFE Insurance company in various cities across West Bengal.**



**70 Vacant Positions for 'SALES DEVELOPMENT MANAGER' in HDFC STANDARD LIFE Insurance company in various cities across West Bengal.**

**REVISED**

**Dear Learner,**

**HDFC STANDARD LIFE** would like to conduct **Campus Placement Drives** for IGNOU Learners at **3 locations in West Bengal** for filling the vacant positions of **Sales Development Manager** through their **FIRST ADVANTAGE** initiative as per details given below:

Location	Number of Vacancies	Preferred dates for Placement Dive	Time	Students may be drawn from these locations too
Kolkata	30	6th and 7th March	11AM	Howrah, Sreerampur, Kolkata
Siliguri	30	4th and 5th March	1PM	Dargeeling, Gangtok, Jalpaiguri, Coochbihar, Malda, Siliguri
Kharagpur	30	27th and 28th February	1PM	Kharagpur, Kaldia, Contai.

## **Company Profile**

HDFC Standard Life (HDFCSL) Insurance Company Limited is one of India's leading private insurance companies, offering a range of individual and group insurance solutions. It is a joint venture between Housing Development Finance Corporation Limited (HDFC Limited), India's leading housing finance institution and a Group Company of the Standard Life Plc, UK. As on February 28, 2009 HDFC Ltd. holds 72.43% and Standard Life (Mauritius Holding) 2006, Ltd. holds 26.00% of equity in the joint venture, while the rest is held by others. Since its inception in 2000, HDFCSL has consistently focused on setting benchmarks in all aspect of insurance business. It was the first private player to be

registered with the IRDA and the first to issue a policy on December 12, 2000. With a strong promoter, excellent brand image, diversified product portfolio & unflinching focus on the highest ethical standards, HDFCSL remains poised for long term sustainable growth through its 14000 employees and 500 branches spread over various locations.

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**First Advantage** is a **two months** insurance management program meant for **fresh graduates** who are looking for a rewarding career in Insurance. The program is designed to prepare fresh graduates for employment in the insurance industry.

#### The program aims at building the following capabilities:

- Understanding of Financial Planning Concepts (including insurance)
- In depth Product Knowledge on insurance
- Customer Service Skills
- Personality Development Skills

#### What will be the Training Fees?

Rs.10000/ for a two month course.

#### Any Stipend?

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**THIS TRAINING FEE OF RS. 5000/ WILL ALSO BE REIMBURSED AT THE END OF THE TRAINING PERIOD AND THE BEGINNING OF YOUR EMPLOYMENT.**

**HENCE TRAINING WILL BE 100%FREE**

#### What are the Salient Features?

- 75 - 100 hours insurance professional course and skill oriented training.
- Excellent training infrastructure
- Industry insights through interactions with senior managers of HDFCSL
- Live Business projects with a performance based incentive program.
- **100% Guaranteed Job on successful completion of the program with HDFCSL**
- Conditional Pre-employment Offer by HDFCSL on enrollment

### What is the Methodology?

The program offers a unique blend of classroom and on the job training with a variety of interactive learning tools including:

- Classroom training
- Role-plays
- Group Discussions
- Audio- visual presentations
- Management Games

### Targeted at which Students?

The program can be offered to **students who are currently in their final year of graduation, last semester** of completion of their Degree.

For further program and registration details, kindly contact the **First Advantage Team** at

**Email ID:** - [debrajc@hdfcinsurance.com](mailto:debrajc@hdfcinsurance.com)  
[utsabr@hdfcinsurance.com](mailto:utsabr@hdfcinsurance.com)

**Tel: No:** - 91-9748132226, 9903383111

**In case you are interested in entering or pursuing a career in the Insurance sector as **Sales Development Managers** through the **First Advantage** program kindly send us your consent and Resume at [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in)**

### **Important:**

13. Do not forget to mention your program and Enroll. No.
14. Please mention '**HDFCSL**' in the subject area of the email

**With Best Wishes**

**Dr Neeta Kapai**  
**Campus Placement Cell**

- 9) **Vacancies for School Teachers & Principals at Vienova,Gautam Budh Nagar & Bulandshahr**

**VACANCIES**

**FOR**

**SCHOOL TEACHERS**

**&**

**PRINCIPALS**

**AT**

**VIENOVA**

**GAUTAM BUDH NAGAR & BULANDSHAHR**

**Dear Learner.**

VIENOVA Chain of Schools wishes to recruit **School Teachers & Principals** for their Schools located in **GautamBudh Nagar & Bulandshahr**. The organization is looking for **Graduates and Post-Graduate Teachers/ Principals** for teaching **Nursery to Class 10<sup>th</sup>** students for **all subjects**.

### **Company Profile**

**VIENOVA** runs a chain of schools in Western UP. Vienova was founded by senior professionals and educationists from leading corporations and educational institutions such as Mckinsey, J P Morgan, IIT, ISB, and the University of Pennsylvania. The organisation comprises experienced professionals with advanced degrees in business and education.

**Do you require Teachers and Principals both? Or only Teachers? Both**

**Any work experience required?** Work experience of 3 years preferred

**Exact location (Address)** Vienova International School, Roopwas Road, Escort Colony, Dadri, Dist Gautam Budh Nagar (Uttar Pradesh)

**Job Status:** Temporary, Contractual, Part Time? Full time / Part time/ temporary/ contractual

**Working Hours:** 8:30 to 2:30

**Monthly Salary: Flexible :- Teachers : 4500 to 6500; Principals : 8000 to 12000+**

**Service Benefits/Perks:** As per norms

**Terms and Conditions if any:** ----

**Target Students.**

**IGNOU Graduates or Post-graduates, any stream, (preferably B.Ed)** interested in a long term career in teaching and who possess good communication skills.

In case you are interested in availing this opportunity, *kindly mail your latest Resume with name of the program, enrolment and mobile number to the below email IDs latest by 15 April 2010*

**Email ID:** - [jaindelhi@gmail.com](mailto:jaindelhi@gmail.com)

[puneetjain05@gmail.com](mailto:puneetjain05@gmail.com)

[campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in)

10) Immediate Requirement for Trainee Research Executives at Vox Populi Research Pvt.



**IMMEDIATE REQUIREMENT  
FOR  
TRAINEE RESEARCH EXECUTIVES**

**Dear Learners,**

**Vox Populi Research Pvt is looking for Trainee Research Executives.**

Their Company profile and other details are as follows:

- **No of Positions vacant:** 2
- **Job Description:** Trainee Research Executive

### Company Profile:

The company is in the business of Consumer Market Research largely working for FMCG & Telecom clients like Nokia, Coke, Airtel, and Johnson & Johnson. Their work revolves around solving marketing problems for their clients – e.g. if a client is launching a new advt, before spending a lot of money on production, they research the story of the advt. to see if consumers understand the advt and are getting the right message from it; or if they want to launch a new product, then what is the consumer perception about current brands, how can their new brand be positioned etc. Clients commission them to find out first hand information from consumers. They present our recommendations to their client. The company is based in Gurgaon – 5 minutes walking distance from upcoming Sikanderpur Metro station.

### Job Description

As a **Trainee Research Executive** you will,

- Work with the client, senior partners and appropriate Operations vendors to ensure the highest quality consumer data is attained on studies with support from senior staff
- Review project proposals and advise on study designs to determine fieldwork specifications
- Coordinate the flow of work & information across departments & vendors and manage changes to the workflow and project timeline to ensure timely client deliveries,
- Obtain quotes from vendors, manage project budgets, approve payments,
- Apply knowledge of client business objectives to develop creative and detailed discussion guides/ questionnaires for data collection
- Work with senior partners on analyzing research data and presentation preparation. Work directly with clients on matters related to fieldwork coordination, taking client input and consulting on approaches for addressing client needs
- Build client relationships

### Kindly note:

15. You will **not be expected** to conduct **face to face survey interviews** (as in polls) for quantitative research since this activity is outsourced to field agencies

- Working with us would involve **travel within India**. You could visit new places and have new experiences, all in the course of your work.

### Skills Sets required:

#### Academic

MBA/Master's degree: Psychology, Sociology, Social Sciences, Economics, Statistics, Mathematics or Physics

#### Personality

- Good interpersonal skills

- Openness to learning
- Hard working

#### **Computer skills**

- Proficient in Microsoft Office
- Ability to type

#### **Language skills**

5. Good Spoken and Written English communication skills and should know one other Indian language

**CTC: Rs. 2.5 lakhs/ PA**

#### **Benefits of working with VOX POPULI**

Friendly people to work with,

- Challenged regularly for personal and professional growth,
- Both Work and Fun,
- Opportunity for on-the-job training,
- Career development,
- Client front-facing opportunities.

**In case you are eligible and find this job profile exciting and rewarding,**

Please email us at [raji.bonala@voxpathuli.co.in](mailto:raji.bonala@voxpathuli.co.in)  
[campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in)

**\_Pl mention, 'TRAINEE RESEARCH EXECUTIVE' in the subject area of your email.  
Last date for application is 15<sup>th</sup> April. Interview dates will be informed.**

**Best Wishes.**

**Dr. Neeta Kapai.**



**11) Placement Drive for 'Customer Support Executive'/'Technical Support Officers' at HCL Technologies Ltd.- Business Services Division ,Noida and Chennai**

**PLACEMENT DRIVE**

**FOR**

**'CUSTOMER SUPPORT EXECUTIVE'/'TECHNICAL SUPPORT OFFICERS'**

**AT**

**HCL Technologies Ltd. – Business Services Division**

**NOIDA AND CHENNAI**

**Dear Learner.**

**HCL Technologies Ltd. – BPO Services**, has come up with an ***Earn while you learn!*** Offer for all IGNOU students who are currently pursuing their graduation from any stream through the Distance Learning mode. Under this arrangement, you will be offered an opportunity to be associated with their **Shine @ HCL program** under which they will groom and train aspiring non graduates to work within their organization, while funding their graduation studies as per following terms and conditions:

2. Graduation Degree should be pursued through Distance Education.
3. Education re-imbursement would be as per **actual** with a **maximum limit of Rs.12000/- per annum**.
4. **Selected candidates** will join the company as **'Non-Graduates'** under the Shine @ HCL Program.
5. Selected candidates **need to sign a Service Agreement** which will specify that they will require to **serve** the company for a **minimum period of one year** failing which, a sum of **Rs.50, 000/-** will be **recovered**.
6. If candidates **attrite after one year without completing their graduation** program, the cost of their education incurred till date will be **recovered**.
7. The Non Graduate students will have the **option to work part time or full time** under – **Plan A or Plan B**.

**Plan A (Full Time).** *Candidates attend office for 5 days a week with 9.5 hours of shift*

**Plan B (Part Time)** *Candidates attend office for 5 hours a day for 5 days.*

- Non-Graduates will **need to successfully clear each academic term** of their graduation to continue in the ***Earn while you learn!*** Program.
- On completion of the ***Earn while you learn!*** program a **Final Performance Review** will be conducted by Operations, Training, Line HR and Corporate HR. On the basis of their report, **your employment** in the organization would be **confirmed**.
- **Customer Support Executive’/’Technical Support Officers** will be offered compensation as per the company salary structure. During the training period a **stipend** of Rs.5000/ month will be paid till the time training (Voice & Process) is not completed and the candidate doesn’t join the production floor.
- Students pursuing **courses other than Under Graduate program** will be considered. Funding of course fees though not applicable. **However for such students after completing one year with the organization, they can enroll for any Professional course under ‘Long Distance Education Program’ where the course fees up to Rs.1, 00,000/- will be reimbursed as per our Company policy.**

## Company Profile

**HCL Technologies Ltd. – BPO services** was established in 2001. It is amongst the fastest growing BPOs in the country, and is one of the early players of Business Process Outsourcing. **HCL BPO** runs the largest BPO telecom engagement in India and has received several accolades, to name a few:

- HCL BPO has been ranked 1st among the Top 50 Best Managed Global Outsourcing Vendors by the Black Book of Outsourcing
- First BPO company in the world to be appraised at the Maturity Level 5 of People CMM – SCAMPI Method
- Ranked in the Leaders Category of the Global Outsourcing 100 by IAOP (International Association of Outstanding Professionals)
- Ranked among the top 10 on the DQ IDC BPO E-Sat survey 2009

## Selection Process

16. Following steps will be followed while recruiting suitable candidates:

- Initial Screening (Communication and Interpersonal Skills)
- Voice and Accent Round (Trainability factor)
- Tests (Technical or Non Technical)
- Final Interview

In case you are interested in availing the ***Earn while you learn!*** opportunity, Kindly mail your latest ***Resume*** with name of the ***program, enrolment and mobile number*** to the undersigned latest by 30<sup>h</sup> March at [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in)

***PLEASE DO VISIT THIS SITE REGULARLY TO UPDATE YOURSELVES ON ANY CHANGES IN THE DATES AND VENUE FOR THE PLACEMENT DRIVE***

*Looking forward to a quick response from all eligible and interested candidates.*

*All the Best.*

*Dr. Neeta Kapai*