

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI**

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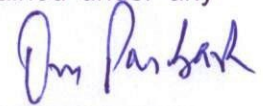
Walk-in Interview

Indian Institute of Public Administration desires to fill up the following posts (on purely temporary/contract basis) in the “**National Consumer Helpline**”, as per details stated below:

S. No	Post	Qualifications and Experience
1.	Sr. Counsellor (01 post)	Qualification: MBA M. Com. with good computer and Communication skills. Proficient in written and spoken English. Candidates with minimum 3 years work experience in the area of Marketing, Customer relation industry liaising. Pay: Rs.22000- 29000/- p.m (Consolidated) Duration: Initially upto September 30, 2017, may be extended based on need and subject to satisfactory performance.
2.	Training Assistant (01 post))	Qualification: Graduate/ with 3-4 Years Post qualification experience having good Communication and Computer Skills. Prepare training materials, Coordinate training sessions and keep records of each training organized. should be punctual, Team worker and result oriented person. Pay: Rs.15000/- p.m (Consolidated) Duration: Initially upto September 30, 2017, may be extended based on need and subject to satisfactory performance.
3.	Jr. System Administration (01 post)	Qualifications: B.Tech/B.Sc in computer science- Job Responsibilities include configuration, upkeep and reliable operations of computer systems; especially multi-user computers, Knowledge of computer Hardware and networking essential. Pay: Rs. 16000- 18000/- p.m (Consolidated) Duration: Initially upto September 30, 2017, may be extended based on need and subject to satisfactory performance.
4.	Computer Operator/Data Entry Operator (one post)	Qualifications: Graduate in any discipline with 1-2 years of relevant experience relating to typing, maintenance of office records/files. Knowledge of computer's essential. Pay: Rs. 11,000/-p.m.(consolidated) Duration: Initially upto September 30, 2017, may be extended based on need and subject to satisfactory performance.

5.	Junior Counsellor (05 post)	Qualification: Graduate from a recognized University with computer and communicating skills. Proficient in spoken English and Hindi. Pay: Rs. 14000/--17000/-p.m. (consolidated) Experience: Candidates with two years work experience of working in a customer care center/ Helpline will be preferred. Duration: Initially upto September 30, 2017, may be extended based on need and subject to satisfactory performance.
Walk in with your resume clearly stating your academic qualifications and professional work experience.		

Interested candidates who fulfill the above criteria, may walk in for the interview in Room No.18 at Indian Institute of Public Administration, I.P. Estate, Ring Road, New Delhi alongwith the original educational and experience documents by **10:00 A.M. sharp on 3rd August, 2017**. Candidates reaching the venue after the scheduled time **shall not** be entertained under any condition. No T.A/D.A. will be paid for attending the interview.



(O.P. Chawla)
Dy. Registrar (F&A)