

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
I.P. ESTATE, RING ROAD,
NEW DELHI-110002

File No: A-40011/1/2019-ADMIN

12.07.2021

Walk-in Interview

Indian Institute of Public Administration desires to engage suitable persons for the following posts on contractual basis in the project on "Integrated Consumer Grievance Resolution System through NCH", as per details given below:

S. No.	Post	Qualifications and Experience
1.	Junior Counsellor (09 posts)	Qualification: Graduates / Post Graduates with good computer and Communication skills. Proficient in spoken English and Hindi. Experience: Candidates with 2 years' work experience at a Customer Care Centre/Helpline will be preferred. Duration: 03 months initially which may be extended depending upon need and performance. Remuneration: Rs.18,340/- p.m. (Consolidated).
2.	Supervisor (Team Leader) (01 post)	Qualifications: Graduate with good Communication and computer skills. Job Responsibilities include preparing training material, coordinating training sessions and keeping records of each training organized. Should be punctual, Team worker and result oriented person. Experience: Candidates with minimum 2 years' post qualification experience preferred. Duration: 03 months initially which may be extended depending upon need and performance. Remuneration: Rs.21,000/- p.m. (Consolidated).

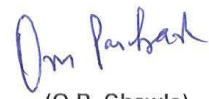


3.	Market Research Associate (01 post)	Qualification: M.Com/MBA with good computer and Communication skills. Proficient in written and spoken English. Experience: Candidates with minimum 2-3 years relevant work experience preferred. Duration: 03 months initially which may be extended depending upon need and performance. Consolidated Remuneration: Rs.22,050/- p.m. (all inclusive).
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Interested candidates, who fulfill the above criteria, **may walk in for the interview** in Room No.16 at Indian Institute of Public Administration, I.P. Estate, Ring Road, New Delhi alongwith the original educational and experience documents and updated CVs by **10:30 A.M. sharp on 23rd July, 2021**. 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.

NOTE: Due to Covid 19 (coronavirus) all candidates will follow the guidelines of Ministry of Home Affairs and Ministry of Health & Family Welfare of Government of India. The following guidelines may strictly be complied.

1. Use of Aarogya Setu App is advisable.
2. Physical distancing of at least six feet to be followed as far as feasible.
3. Use of face covers/masks and hand sanitizer are mandatory.
4. Entry will be allowed only to those candidates who pass the thermal screening.


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