

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**  
**PLACEMENT OPPORTUNITY @SRVA Education**

**NOTICE NO.:** AJU/T&P/PG/00020/22-23

**DATE:** 17/11/2022

**NAME OF COMPANY:** SRVA Education

**PAYROLL COMPANY:** SRVA Education

**Registration Deadline: 11:59 pm, 19<sup>th</sup> November 2022**

**COMPANY PROFILE:**

SRVA Education - a leading academic facilitator based out in Gurgaon. It has been working in this industry for the past 8 years. Some of their prominent clients are - Narsee Monjee Institute of Management Studies, IIMs, IIFT, SP Jain, Suresh Gyan Vihar etc. with a vision to provide quality education to students and working professionals, as well as, providing professional services to education institutes, SRVA Education is conceptualized on the principle of “Delivering Quality Education Conveniently”.

SRVA Education covers the core aspects of Marketing, Management, IT and Administrative Support to institutes in order to upgrade the standard of higher education. One or more of these areas are often found neglected by the institutes and by outsourcing these important aspects are made sure to expand the operations in length and breadth more efficiently. This way SRVA Education is one step closer to bridge the gap between education seekers (students/working professionals) and education providers (institutes). SRVA's aim is to cater students with the course of their choice through the internet, and making online education more accessible and convenient for the students and working professionals. The company believes in providing quality education with relevance to the present times and in aligning industry requirements and trends with the help of renowned institutes.

Services offered are in perfect alignment with the Indian Government's vision of skill development and upgradation of educational systems. SRVA's aim is to make professionals more skilled, professional and knowledgeable so that they become an asset for the company they work for. We aim to reach the maximum number of students, and keep them well informed about the course of their choice.

**WEBSITE LINK:** [www.srva.in](http://www.srva.in)

**DESIGNATION OFFERED:** Assistant Manager - Admissions

**WORK PROFILE:** Sales & Marketing

**COURSE ELIGIBLE:** MBA

**WORKING DAYS:** 6 Days a week (Mon - Sat)

**ELIGIBLE PASSING YEAR:** **2023**

**ROLES & RESPONSIBILITIES:**

- Nurturing new prospects.
- Counselling corporate and professionals by giving career guidance.
- Assistance with activities to promote educational institutions.
- Maintaining fruitful relationships with existing candidates
- Meeting & counselling prospective Corporate of various industries

**KEY SKILLS REQUIRED:**

- Strong communication in both English and Hindi.
- Good convincing power to enhance growth.
- Attention to details and a quick learner.
- Excellent time management and organization.
- Leadership quality and team management.

**WORK LOCATION:** Gurgaon, Haryana

**REMUNERATION OFFERED:** CTC - INR 5.10 Lac per Annum.

**SALARY BREAKUP:**

		Amount(Per month)	Amount(Per annum)
<b>Basic Salary</b>		<b>14,000.00</b>	<b>1,68,000.00</b>
<b>House Rent Allowance</b>		10,000.00	1,20,000.00
<b>Conveyance</b>		3,000.00	36,000.00
<b>Mobile Reimbursement</b>		500	6,000.00
<b>Daily Travel Reimbursement*</b>	(Only for the days of field work @ Rs.150 per working day)	3,000.00	36,000.00

<b>Performance Incentive* (PI)</b>	(This incentive amount is applicable to sales team members after full targets are assigned from the 4th month of joining.	10,000.00	1,20,000.00
	Generally the first 3 months targets are on the lower side hence the incentive payable is less. Incentive amount may vary based on the targets)		

Note: \* symbol indicates performance based amount.

**PROCESS OF REGISTRATION:**

01. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/pNwbP8sKKiwrRuP6>

- 02. Students registered with the T&P Department for placements are only eligible.
- 03. Already placed & debarred students are not eligible.
- 04. Updated list of debarred students is available with the respective Faculty Coordinators.
- 05. Please note that it is mandatory to submit the above form to nominate successfully.
- 06. The form can be submitted only once, thus please be cautious while filling up the form.
- 07. The Resume File name must be the student's own name.
- 08. **Registration deadline for Nomination: 11:59 pm, 19<sup>th</sup> November 2022.**
- 09. One student can Register only once, thus be cautious while registering.
- 10. Please Note: The Registration process will automatically turn off after the provided deadline.
- 11. You are advised to read & understand the disclaimer below before applying for this opportunity.
- 12. For queries you may write a mail to [placements@arkajainuniversity.ac.in](mailto:placements@arkajainuniversity.ac.in).

Sd/-



**HEAD – TRAINING & PLACEMENTS**

**Disclaimer:** The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore, students are strictly advised to read and clearly understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.