

ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT

PLACEMENT OPPORTUNITY @ DRISHTI THE VISION FOUNDATION (DRISHTI IAS)

NOTICE NO.: AJU/T&P/UG/0045/23-24

DATE: 08/03/2024

NAME OF COMPANY: DRISHTI THE VISION FOUNDATION (DRISHTI IAS)

PAYROLL COMPANY NAME: DRISHTI THE VISION FOUNDATION (DRISHTI IAS)

Registration Deadline is 11:59 am, 12th March 2024

COMPANY PROFILE:

Drishti IAS is an institution dedicated to Civil Services preparation. **The institute was established in November 1999 by Dr. Vikas Divyakirti and Dr. Taruna Verma.** Today, it is one of the most popular institutions among civil services aspirants of both English & Hindi mediums.

As of today, 'Drishti IAS', is a group of multiple ventures working in the field of education. **The most famous venture is the institute itself, known as - 'Drishti: The Vision' and it provides guidance to aspirants preparing for UPSC Civil Services Examination in both English and Hindi mediums.**

'Drishti Publications' is another major venture of Drishti IAS, through which various monthly current affairs magazines titled 'Drishti Current Affairs Today', 'Uttar Pradesh Current Affairs Today', 'Rajasthan Current Affairs Today' and many others are published in both the Hindi and English mediums. Also, a variety of books meant for Civil Services Examinations and other competitive exams are published on a regular basis.

'Drishti Media' is also its emerging venture through which innovative educational audio-video programs are being created for the Civil Services Examination.

WEBSITE: <https://www.drishtiias.com/>

JOB DESIGNATION: Student Engagement Associate

JOB LOCATION: Karol Bagh, Delhi

SALARY PACKAGE OFFERED:

CTC Rs.3.12 LPA

(Note: All selected candidates will be a part of a 02 months training process under profile of Student Engagement Trainee at a monthly stipend of Rs.15000. On successful completion of training, candidates will be promoted to the profile of Student Engagement Associate.)

COURSE ELIGIBLE: BBA & BCOM

ELIGIBLE PASSING YEAR: 2024

GENDER ELIGIBLE: Male/Female

JOB ROLE & RESPONSIBILITIES:

- Respond to student inquiries via various communication channels (e.g., email, phone, chat) in a timely and professional manner.
- Provide accurate information and guidance to students regarding course content, schedules, assignments, and other related queries.
- Collaborate with Batch Coordinators to resolve escalated student issues efficiently, ensuring a positive resolution for all parties involved.
- Maintain detailed records of student interactions and feedback to identify trends and areas for improvement.

SPECIFIC KNOWLEDGE & SKILLS:

- Excellent communication skills, both verbal and written, with the ability to articulate information clearly and professionally.
- Strong interpersonal skills and a customer-centric approach to handle student interactions with empathy and patience.
- Attention to detail and the ability to accurately document student inquiries, feedback, and resolutions.
- Basic understanding of the UPSC and other civil examination processes and syllabus to provide informed assistance to students.
- Proficiency in using technology and digital communication platforms to respond to student queries and manage interactions effectively.
- Ability to work collaboratively in a team environment, demonstrating flexibility and adaptability to meet evolving needs and priorities.
- Basic knowledge of Microsoft Office, including Excel and PowerPoint, to create reports, presentations, and other documents.

SELECTION PROCESS: Virtual Interview

MODE OF WORK: Work from Office

TENTATIVE JOINING DATE/PERIOD: Immediate (During the semester examination leave will be provided)

ANY BOND/SECURITY AMOUNT: None

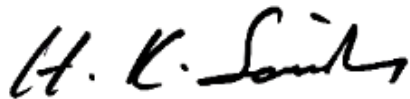
PROCESS OF REGISTRATION:

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/qX5g81WwWHE1WVTz8>

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 student's own name.
08. **Registration deadline for Nomination is 11:59 am, 12th March 2024.**
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. **Coordinating Training & Placement Officer: Mr. Rahul Rej (WhatsApp @ 9831664615).**

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 clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.