

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI

Admn./3(1173)/2019

29.01.2020

Walk-in Interview

Indian Institute of Public Administration desires to engage suitable persons for the following posts on contractual basis in the "Integrated Consumer Grievance Resolution System through NCH" and "Centre for 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. Experience: Candidates with minimum 5 years' relevant work experience. Duration: 03 months initially which may be extended depending upon need and performance. Remuneration: Rs.30,450/- p.m. (Consolidated).
2.	Supervisor (Team Leader) (01 post)	Qualifications: Graduate with good computer and Communication skills. Proficient in spoken English & Hindi. Experience: Candidates with minimum 2 years' relevant experience of handling 08-10 team members will be preferred. M.Com/MBA preferred. Duration: 03 months initially which may be extended depending upon need and performance. Remuneration: Rs.21,000/- p.m. (Consolidated).
3.	Data Entry Operator (CCS) (01 post)	Qualifications: Graduate in any discipline. Experience: Candidates with 2 years of relevant experience of typing (Hindi & English) preferable, maintenance of office records/files. Knowledge of computer's essential. Duration: 03 months initially which may be extended depending upon need and performance. Remuneration: Rs.18,500/- p.m. (Consolidated).

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 and updated CVs by **10:30 A.M. sharp on 11th February, 2020**. 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)