

# **THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY**

(Deemed to be University)

## **WALK – IN - INTERVIEW**

### **Position: Jr. Associate (Admissions)**

Walk-in-Interview shall be held for the post(s) of Jr. Associate (Admissions) for the Admission Cell purely on a temporary basis for a period of **6 months**. Interview will be held as per details under:

Date: **28<sup>th</sup> March 2019 - Thursday**

Time: 03:00 PM – 04:00 PM

Venue: HR Department, TIET, Patiala

### **Job Specifications:**

The candidate should be a graduate in any discipline with at least 50% marks. He/ She should have a good operational knowledge in computers (specifically Word & Excel) and be very good in Communication Skills (more specifically English Language). Those having experience in the service sector in front- end jobs of customer relations management will be preferred.

### **Job Description:**

The job will be in the “Admission Cell” and the person will require to man the Admission Information Desk / Kiosk and respond to all queries regarding admissions either by phone, in-person or email. He/ She will also have to prepare various databases of admissions.

The selected candidates will be required to join immediately. This will be fixed term contract from **1<sup>st</sup> April 2019 – 30<sup>th</sup> Sept 2019**. The job will be in 2 shifts and will be on a weekly rotation. Further, the selected candidate will have to work on Saturdays / Sundays / Holidays and will be entitled for one weekly off which can be on any day of the week.