

INSTITUTE OF CONTINUING EDUCATION, RANCHI

VACANCIES

INSTITUTE OF CONTINUING EDUCATION, a Unit of Basant Dynamics, having its Registered and Head Office at 472 Peepee Compound, Ranchi – 834001, Jharkhand, India is an Institute of Non-Formal and Continuing Education with a standing of 25 Years now.

The Institute is accredited by / affiliated with / recognized by national level training, education, testing and certifying bodies like National Institute of Electronics & Information Technology (NIELIT), Insurance Regulatory & Development Authority of India (IRDA), Insurance Institute of India (III), Punjab Technical University (PTU), Annamalai University, National Council for Vocational Training (NCVT), etc.

It is in expansion mode now, and is looking for energetic, experienced and goal-oriented marketing and administrative personnel, so also eminent academicians / experts / trainers in its fields of interest.

Selection shall be made on the basis of a three-tier process involving short-listing of candidates upon submission of resume with desirable credentials, telephonic interview followed by a personal interview-cum-presentation session.

Eligible candidates on the basis of the below mentioned desirable qualification, experience and personality traits may file their application(s) with detailed Resume; mentioning and enclosing there along their respective education, qualifications, experience, achievements, personal profile, recent coloured photograph, recommendations / references (if any), etc.

Applications for Academic Counsellors and Marketing Positions must be accompanied with a write-up of 500 words on “My Approach To Success In Marketing of Academic Programs”.

Your application(s) must reach us by e-mail (along with scanned copies of credentials) or by personal delivery or by post; latest by Monday, 4th May 2015.

Please send your detailed resume with scanned copies of qualifications, experience, evidence of last salary drawn, coloured photograph etc. to careers.bdice@gmail.com. Selection shall be made on the basis of a three layer interview-cum-presentation mechanism. Only the short-listed candidates shall be contacted and called for a telephonic interview.

Incomplete applications shall be summarily rejected.

COMPENSATION

Compensation shall match the best in the industry. It shall be a package of fixed pay-cum-incentive scheme for all marketing and counseling positions.

For Coaching / Tuitions and for Competitive Examination Training, the compensation shall follow a lucrative Revenue Sharing mechanism.

Vacancy	Number of Positions	Roles & Responsibilities	Qualification / Experience
Academic Counsellor	2 Full Time	Will meet and handle visitors. Will counsel prospects for taking up various courses with the Institute. Will tele-call enquiries and prospects for conversion. Will handle student issues and be responsible for client delight. Will coordinate with the Marketing Team, Faculty and back-office support personnel for punctual, delightful and efficient execution of Training Programs. Interact with students for different career options with academic programs. Will supervise and monitor student welfare, co-curricular activities and Library functions of the Institute. Will co-ordinate placement issues.	Female; with pleasing personality. Age : 24 to 32 years. Graduate in Science or Commerce (preferably BCA / BBA). A post-graduate course on sales / marketing will be an added advantage. Excellent communication skills. Fluent in English and Hindi. Extrovert. Working knowledge of Computers : Word, Excel, PowerPoint, Internet & E-Mail. Should be able to handle written and verbal communications independently. Knack of selling, preferably concepts and /or services. Knowledge of academics programs at undergraduate, postgraduate, vocational and skill-development levels (Optional). Work Experience of at least 3 (three) years as an Academic Counsellor / Concept Seller.
Head – Academic Marketing	1 Full Time	Will be responsible for creation of a marketing plan with an ideal marketing mix. Will lead and mentor a team. Will extract target-oriented work from the team of marketing executives. Willing to undertake extensive travelling, outdoor marketing activities and sales calls. Will liaise with government, semi-government, corporate, institutional and individual prospects and garner business. Conduct seminars, ensure conversions, and develop relations with schools, colleges and institutions / agencies for business development. Will liaise with prospective employers and arrange for on-campus and off-campus	Male with pleasing personality. Age : 26 to 32 years. Post-Graduate in Marketing. Must have own vehicle (2 / 4 wheeler). Excellent communication and presentation skills. Fluent in English and Hindi. Knack of concept selling and / or marketing of services. Target-driven track record of success / performance. Should have led a team of at least 5 persons. Minimum 3 (three) years of work experience in services / education sector. Visionary and innovator. Working knowledge of Computers :

		interviews for placement of successful students.	Word, Excel, PowerPoint, Internet & E-Mail. Should be able to handle written and verbal communications independently.
Marketing Executives	3 Full Time	Will work in individual capacity, so also as a team, for achieving pre-defined marketing objectives and sales targets. Willing to undertake extensive outdoor marketing activities and sales calls. Conduct seminars, ensure conversions, and develop relations with schools, colleges and institutions / agencies for business development. Undertake back-office work for completing sales and follow-ups. Conduct Market Intelligence, research and surveys for development of new business.	Graduate with good academic background, fluency in English and Hindi. A degree / Diploma in Sales / Marketing shall be an added advantage. Must have own two-wheeler. 3 years or more of work experience in marketing of concepts and services. Working knowledge of Computers : Word, Excel, PowerPoint, Internet & E-Mail. Should be able to handle written and verbal communications independently. Willing to work without time barriers. Target-driven performance solicited.
Faculty : Hardware & Networking	2	Senior : To head the Non-formal Courses, Skill Development Courses and Modular Training Programs as per pre-defined syllabi. To co-ordinate with Marketing Team and Administrative Team for successful launch and completion of programs / batches. To develop a homogenized instruction and course delivery mechanism and train Juniors on the same. To conduct classes (Theory & Practical) and to extract work out of his / her team. Junior : To develop a homogenized instruction and course delivery mechanism and train peers on the same. To conduct classes (Theory & Practical) and to extract work out of his / her team. To arrange and promote co-curricular activities and other skill-development activities for students and ensure client delight.	Senior : B.E./ B.Tech. in Computer Engineering / Hardware & Networking. Junior : Post-graduate Diploma in Computer Engineering / Hardware & Networking. At least 2 (two) years of experience in relevant sector. Experience of teaching Hardware and Networking will be an added advantage. Microsoft and / or Cisco Certifications will be an added advantage. Candidates with proficiency in other software subjects and programming languages alongside the core competence will be given preference.
Faculty : Internet & Web Designing	2 Part Time	Senior : To head the Non-formal Courses, Skill Development Courses and Modular Training Programs as per pre-defined syllabi. To co-ordinate with Marketing Team and Administrative Team for successful launch and completion of programs / batches.	Senior : B.E./ B.Tech. in Computer Engineering / Hardware & Networking. Junior : Post-graduate Diploma in Computer Engineering / Hardware & Networking.

		To develop a homogenized instruction and course delivery mechanism and train Juniors on the same. To conduct classes (Theory & Practical) and to extract work out of his / her team. Junior : To develop a homogenized instruction and course delivery mechanism and train peers on the same. To conduct classes (Theory & Practical) and to extract work out of his / her team. To arrange and promote co-curricular activities and other skill-development activities for students and ensure client delight.	Proficiency in HTML, XML, Firewall tools, etc. At least 2 (two) years of experience in relevant sector. Experience of teaching Internet & Web Designing will be an added advantage. Candidates with proficiency in other software subjects and programming languages alongside the core competence will be given preference.
Faculty of Beauty Culture, Hair and Skin Therapy, Bridal Make-up, etc.	2 Part Time	Responsible for development and design of Courseware and Teaching Methodologies as per syllabus of the prescribed Skill Development Initiative Scheme Training Programs. To co-ordinate with Marketing Team and Administrative Team for successful launch and completion of programs / batches. Conduct Theory and Practical Classes as per training itinerary. Maintain records of progress of students.	Graduate in any stream. Post-graduate Diploma or Certificate in Beauty Culture, Hair and Skin Therapy or equivalent from a recognized Government Institute / Private Institute of high repute. 3 Years or more of Experience in relevant field. Candidates having International Level Certifications like CIDESCO / CIBTAC / ITEC shall have an edge.
Faculty of Computerized Financial Accounting	2 Full Time / Part Time	Conduct Theory and Practical Training sessions on Computerized Financial Accounting using MS Excel, Tally and allied popular software packages. To co-ordinate with Marketing Team and Administrative Team for successful launch and completion of programs / batches. Maintain records of progress of students.	Masters in Commerce. Post Graduate Diploma in Computer Applications. Proficiency in MS Excel, Tally Multi-User Versions and other multi-user Computerized Financial Accounting Packages. At least 3 (three) years' teaching experience in a reputed Computerized Financial Accounting (CFA) Institute.
Faculty of Desk-Top Publishing and Print Publishing Technology	2 Part Time	Develop and standardize study material and Classroom Instruction Material. To co-ordinate with Marketing Team and Administrative Team for successful launch and completion of programs / batches. Take theory and practical sessions. Maintain records of progress of students.	Degree / Diploma / Polytechnic Engineering in Print Technology with 3 Years of experience in desk-top publishing. Proficiency in use of DTP packages like PageMaker, CorelDraw, and others. Knowledge in use of DTP Multi-colour Printers and Mini Multi-colour Offset Printing Machines.
Coaching Experts and Subject Tutors	One for each specialization Part Time	Coaching For Classes 9th, 10th, 11th and 12th. Coaching for B.Sc. and B.Com. Ensuring inculcation of interest of	Post-Graduate qualification in respective subject(s). Retired or Serving PGTs / University Teachers / Professors / Tutors of high repute

	One for each specialization Part Time	students in the respective subjects. Formulation of Tutorials, Test Series, Chapter-wise Progress Patterns for the CBSE and ICSE Syllabi / University Syllabus.	willing to have a partnering alliance / understanding with us. Extensive Teaching Experience. Good subject knowledge on Physics, Chemistry, Mathematics, Accountancy, Economics, etc. Excellent Communication and Presentation Skills.
		Prepare and implement a success strategy for preparation for and cracking of the various competitive examinations leading to offer for employment with Government / Semi-Government bodies and PSUs, etc. A track record of success is desirable.	Professionals of repute in the field of Coaching-cum-Guidance. At least 5 (five) years of extensive experience of coaching for career seeking youth for Competitive Examinations of Banking, SSC, Railways, UPSC, JPSC, etc.
Rural Development Professional	1 Full Time	Liaison with State Level and District Level Officers. Preparation, submission, presentation and follow-up of Project Proposals. Formation of SHGs. Organize meetings of SHGs, rural unemployed youths, members of PRIs in various villages. Hunt for and Implement Government aided / Grant-based rural development / livelihood promotion projects / training and skill-development programs. Willing to work on target-based and time-bound implementation patterns.	Post-Graduate qualification in Rural Development / Social Welfare. 3 (three) years experience of working in the field; either as a free-lancer or with an organization of repute, preferably in the field of formation and furthering of Self-Help Groups, Farmers' Co-Operative Societies or running of livelihood based schemes. Knowledge of functioning of and statutory norms regarding Non-Governmental Organizations. Ability to prepare extensive Project Reports and make Project-based Presentations.