Ref. No. IKGPTU/CRA/...31.................

Dated..4/08/2023....

Directors/ Principals
All the University Campuses/ Colleges & Institutions
Affiliated with IKG PTU

Sub: TCS iON VCO Hiring (Admin Grades) 2023.

Dear Sir/Madam

I K Gujral Punjab Technical University invite students of its campuses and affiliated colleges to participate in TCS iON VCO Hiring (Admin Grades) 2023 as per the below mentioned details:-

Test Date & Day	:	Sept 16, 2023 (Saturday)
Time	:	1600 hrs to 1700 hrs
Test Centre	:	Chandigarh, Jalandhar & Patiala
Designation	:	Venue Commanding Officer **(Details attached)**
Course/ Stream	:	BA/ B. Com/ BBA/ BMS
Job location	:	Chandigarh, Jalandhar & Patiala
Batch Eligible	:	2021, 2022, 2023 passed out
Salary Package	:	**For fresher:-** 2.19 LPA **1-2 years experience:-** 2.38 LPA

Eligibility Criteria:-

- **Course Types:** Only Full-Time courses will be considered (Part Time / Correspondence courses will not be considered). Candidates who have completed their Secondary and / or Senior Secondary course from NIOS (National Institute of Open Schooling) are also eligible to apply if the other courses are full-time.
- **Percentage:** Minimum aggregate (aggregate of all subjects as on marksheet in all semesters) marks of 60% or above in each of Class 10th, Class 12th, Diploma (if applicable), Graduation examination which includes successful completion of final year/semester. Relevant document proof, as applicable, will be checked for gaps in education.
- **Work Experience:** Candidates with prior work experience of up to 2 years are eligible to apply for the TCS Selection Process.
- **Backlogs:** The candidates should not have any backlog at the time of appearing for the TCS selection process and students should have all marksheets.

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- **Gap / Break in Education**: It is mandatory for students to declare gaps in education, if any. The overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education.
- **Age**: Minimum age – 18 years and Maximum age - 26 years.

Please Note:- Seats are limited for this Hiring, the registration process would be applicable as first come first serve basis.

Students will have to register and fill up the application form on the TCS NextStep portal. The status of the student should be "Application Received". This is important to be included in the test process.

Steps to complete the Application Process

- **Step 1**. Students can login to (https://nextstep.tcs.com/campus)
- **Step 2**. Register and apply for the **TCS iON VCO Hiring (Admin Grades) 2023** under the above link.

  > **Scenario A**. If candidate is a registered user, she/he can login and proceed to complete the application form.
  > **Scenario B**. If candidate is a new user, she/he can click on Register Now, choose category as 'IT' and proceed to fill the details. The candidate can then submit his/her application form.

- **Step 3**. To confirm the application status, students can check 'Track Your Application'. The candidate status should reflect as 'Application received.'

You are requested to kindly direct the Training & Placement Officer of your College/ Institute to share the information with the concerned students. *Last date of online registration is Aug 08, 2023 before 1400 hrs.*

For any further queries, you may please call the undersigned @ +91- 9478098076.

With profound regards,

M S Bedi
4-8-23

Dr. Mrigender Singh Bedi
Assistant Director (CR&A)

CC:

- **Er. Navdeepak Sandhu, Deputy Director (CR&A), IKG PTU**, for his kind information.

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I.K. Gujral Punjab Technical University
Jalandhar-Kapurthala Highway, Kapurthala -144 603. Phone : 01822-282580, 282549
E-mail : placements@ptu.ac.in **Website** : www.ptu.ac.in

iONVCO Hiring (Admin Grades)

1. **TEST DATE-** 16 September 2023 (Saturday)
2. **TIME:** 4-5 PM
3. **MODE OF TEST** – In Centre
4. **TEST PATTERN:** Aptitude Test (3 Sections: Numerical, Verbal and Reasoning Ability)
5. **TEST DURATION:** 60 Minutes.
6. **REGISTRATION LAST DATE:** 8th August 2023, Monday

7. **JOB DESCRIPTION:**

➢ **Job Title:** Venue Commanding Officer
➢ **Responsibilities:**
- Monitoring and Managing Operational Activities of the Venue.
- Drive Venue team to achieve assigned objectives as per timeline.
- Review & ensure 100% preparedness of the venue for flawless delivery.
- Review and ensure Policy Compliance
- Reviewing and reporting on daily Risk/ Issues/ Performance parameters/ pre-defined parameters
- Reviewing measures to achieve 100% process adherence.
- Attending briefing sessions to take download on the compliance & project related information/ parameters, as per the schedule.
- Resolve operational and other technical issues at the venue with the guidance from concerned teams & stakeholders.
- Maintain communication with all relevant teams on regular basis prior to, during & post exam.
- Manage the planning and delivery of effective, efficient, and sustainable operations as per requirement.
- Ensure that delivery is in line with key performance indicators, security policies, governance requirements and customer expectations.
- Monitor, support, and guide team members on ground to ensure compliance to all requirements.
- Manage risk for all the services at the venue on an on-going basis, giving early insight into any issues & the actions being taken to mitigate the risk/ issues. Ensure that all service delivery is within and in compliance with relevant regulatory frameworks and contract requirements.

➢ **Requirements:**
- 0-2 years of experience in Operations/Business/Service Delivery
- Good hands-on experience of Microsoft office (XL, PPT and Word etc.)
- Strong communication skills (Ability to communicate in the regional language will be added advantage)
- Strong analytical skills
- Able to travel 70% 80% of the time.

- Ability to work with cross functional teams.
- Attention to Detail
- Self-motivated and ready to work extended hours.
- Enthusiastic and pleasant personality
- Quick Learner

Skills Needed:

- Strong People Management & Team Building Skills
- Good written and verbal communications
- Strong Interpersonal Skills
- Strong Presentation Skills
- Strong Analytical skills