



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA
Office of Corporate Relations & Alumni

Ref. No. IKGPTU/CRA/16.....

Dated Feb/07/2024..

Dean (Academics)/ Directors
All the University Campuses
I K Gujral Punjab Technical University

Sub: Magma HDI General Insurance Co. Ltd. - Campus Placement Drive.

Dear Sir/Madam

I K Gujral Punjab Technical University invite students of its campuses to participate in Magma HDI General Insurance Co. Ltd. - Campus Placement Drive as per the below mentioned details:-

Designation : Sales Trainee **(Details attached)**
Course/ Stream : Graduation (Any stream)/MBA (Mkt & Finance)
Salary Package : 4.00 LPA (Fixed) + 42k (Mobile & Conveyance reimbursement basis the performance)
Job Location : Jalandhar, Amritsar, Kolkata, Hyderabad, Bangalore, Pune, Delhi
Batch Eligible : 2024 passing out
Additional benefits : Group Term & Group Medclaim Policy
Selection Process : Interview

You are requested to kindly direct the Training & Placement Coordinator of your campus/department to share the resume of eligible students through email at ptuplacements40@gmail.com with subject **(Resume for Magma HDI HDI General Insurance Co. Ltd.)** by Feb 08, 2024 before 1100 hrs.

Date & Time of placement drive will be informed later on.

With profound regards,

Er. Navdeepak Sandhu
Deputy Director (T&P)

“Propelling Punjab to a prosperous Knowledge Society”

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

Job Description Form

1. Please complete the below information which is related to the current Job position.

Position Title:	Trainee – Agency Sales	Level/Grade/Designation:	Junior Exec/Exec
Locations: KOLKATA, HYDERABAD, BANGALORE, PUNE, DELHI			
Department: AGENCY			
Total Work Experience: NIL (FRESH GRADUATES) Current year pass out			
Education: GRADUATE from any recognized university in any stream			

2. Please provide the details of the duties and responsibilities that is related to this job role

1. Attend INDUCTION PROGRAM organized by L&D team
2. Get detailed training on Agent Recruitment Process in detail – AAF (Agent Appointment Form) fill up, Docs Requirement, Docs Pending Resolution, Training, Exam and TATs of respective sub processes – BAH will give the training and submit evaluation report to SAH within 1 week of the training.
3. SAH to select buddy Sales Mgrs with whom, candidate will go on joint calls for identification & interviewing potential IRDA & POS candidates. SAH needs to share a database of 50 inactive IMDs of the location where **trainee candidate** needs to call and fix meeting along with the buddy FE(s). Weekly report of the calls made and meeting feedback to be sent by the **candidate** to SAH. SAH to evaluate the details of each call and suggest corrections for improvement.
Duration – 1 week
4. Hands on training by BAH and buddy FE(s) on Agent Portal & DJP – BAH to submit evaluation report to SAH within 1 week of the training.
Duration – 1 week
5. Post completion of Steps 1-4, as a mentor, SAH/ZAH will make a joint field visit with the **candidate** to understand his progress and areas of improvement.
6. Effective M1, he will have Agent Recruitment & Productivity targets. The candidate also has to submit DJP daily basis which his M&C will be paid from M1 onwards

3. Reporting relationship

Whom the Job Reports to – BAH, Mentor – SAH/ZAH

Who Reports to the Job - None

4. Relationships :

Internally [Within Magma]		Externally [Outside Magma]	
<i>Who ?</i>	<i>Purpose of Interaction</i>	<i>Who ?</i>	<i>Purpose of Interaction</i>
BAH	Training & Sales	Intermediaries	Sales
SAH (Mentor)	Training, Feedback		
Agency Support	MIS		

Job Description Form

5. Any further information related to this job, roles & responsibilities, specialized skills, competencies, qualifications and experience

- Willingness to learn new skills
- Basic knowledge of MS Office applications

Thank you for your time.