



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ  
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA  
Centre of Training and Placement

Ref. No. IKGPTU/T&P/...185.....

Dated...05/feb/2025

**Directors/HoDs (All Academic Departments)**  
**All the University Campuses**  
**I K Gujral Punjab Technical University, Jalandhar**

**Sub: Just Dial – Joint Campus Placement Drive.**

**Dear Sir/ Madam**

I K Gujral Punjab Technical University invite students of its campuses to participate in Just Dial – Joint Campus Placement Drive as per details mentioned below:-

Designation : Business Development Executive (BDE)/ Certified Internet Consultant (CIC) **(JD Attached)**  
Course/ Stream : All UG/PG courses  
Job Location : Chandigarh  
Salary Package : 3.00 LPA + incentives + medical insurance  
Batch Eligible : 2024 passed out & 2025 passing out

**Interested students may register at the link mentioned below:-**

[https://docs.google.com/forms/d/1miL\\_AiD3caeQLuVDwCIClZgDhtWRydedCiUBA5IEUWE/edit](https://docs.google.com/forms/d/1miL_AiD3caeQLuVDwCIClZgDhtWRydedCiUBA5IEUWE/edit)

You are requested to kindly direct the Training & Placement Faculty Coordinator of your campus/ department to share the information with the concerned students. **Last date of online registration is 07-Feb-25 before 1500 hrs.**

Date & time of the selection process will be informed later on.

For any queries you may please call Er. Mohit Jain, Asst. Registrar (T&P) @ +91- 9478098136.

**With profound regards,**

  
**Dr. Navdeepak Sandhu**  
Deputy Director (T&P)

CC:

1. SVC: For kind information of the Hon'ble Vice Chancellor
2. Registrar: For kind information
3. Head (CT&P): For kind information
4. Assistant Registrar (T&P): For information & Coordination
5. File.

**“Propelling Punjab to a prosperous Knowledge Society”**

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

### **Key Responsibilities:–**

1. **Meet commercial establishments those are located within the area allocated to him / her and adhere to the following steps:**
  - a) Present the business offering and explain benefits of the brand to the prospective clients.
  - b) Provide a demo and explain the advantages and features of the services.
  - c) Collect qualitative business information of the business enterprises he visits and also explain how the same would be represented to the users of Justdial.
  - d) Explain the contract, its feature, tenure and all terms and conditions to customer in detail.
  - e) Answer the queries raised by the customers.
  - f) Persuade the business owners/managers to register with Justdial as paid customers, which would enhance their business.
  - g) Upload geo-coded photos to update the profiles on the Justdial database.
2. Send Key Parameter Monitor (KPM) report to the reporting managers on a daily basis.
3. Submit the contracts to the office with proper documentation.
4. Ensure that the contract cheque is cleared and the account of the client is activated within Justdial.
5. Adhere to the compliance and policies set by the department.

### **Skills and Work Experience Required:-**

1. **Language Proficiency** - Fluent in English, Hindi or any other regional language
2. **Communication Skill** - Good communication skill to explain the services of Justdial and also able to comprehend queries and doubts of clients; helping them to handle the clients
3. **Other requirements –**
  - a) Ability to work under pressure
  - b) Ability to comprehend and follow instructions and directions

### **Compensation:**

- a) CTC would be: 3 Lakh Per annum +incentives + medical insurance
- b) Candidate should have his own two wheeler.