



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 471

Dated: 17<sup>th</sup> February 2023

**Sub. Placement opportunity for MBA students of the batch passing out in year 2023 in the company “SRVA Education”**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BCA and MBA (with B.Tech) students of the batch passing out in year 2023 in the company “A. Paul Software Systems Pvt. Ltd.” for your reference and circulation to students to apply on given link by **19<sup>th</sup> February 2023:**

**Registration Link – <https://forms.gle/9ctbb6DdyRkmbRsq6>**

**Company:** SRVA Education

**Designation:** Assistance Manager-Admission

**Work Profile:** Sales & Marketing

**Working days:** 6 days a week (Mon-Sat)

**Eligibility:** MBA students passing out in 2023 batch

**CTC:** upto INR 5.0 LPA

**Location:** Gurgaon, Haryana

**Detailed JD and salary breakup are attached**

LAST DATE FOR REGISTRATION IS 19<sup>th</sup> February 2023.

**(Ms. Nisha Singh)**  
Placement Officer, CCGPC

**About Company – SRVA Education - a leading academic facilitator based out in Gurgaon. We have been working in this industry for the past 8 years. Some of our prominent clients are - Narsee Monjee Institute of Management Studies, IIMs, IIFT, SP Jain, Suresh Gyan Vihar etc.**

Website: [www.srva.in](http://www.srva.in)



## **JOB DESCRIPTION: Assistant Manager (Admissions)**

**Company Profile:** With a vision to provide quality education to students and working professionals, as well as, providing professional services to education institutes, SRVA Education is conceptualized on the principle of “Delivering Quality Education Conveniently”. The company believes in providing the quality education with relevance to the present times and in aligning industry requirements and trends with the help of renowned institutes.

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### **Job Description:**

- Nurturing new prospects.
- Counselling corporate and professionals by giving career guidance.
- Assistance with activities to promote educational institution.
- Maintaining fruitful relationships with existing candidates
- Meeting & counselling prospective Corporate of various industries

**Key-skills required:**

- Strong communication both English and Hindi.
- Good convincing power to enhance the growth.
- Attention to details and a quick learner.
- Excellent time management and organization.
- Leadership quality and team management.

**Eligibility Criteria:** Post Graduate**Location:** Gurgaon, Haryana**Salary:** CTC for Post Graduate – 5.10 Lac per Annum.



## SALARY STRUCTURE- Assistant Manager (Admissions)

		Amount (Per month)	Amount(Per annum)
<b>Basic Salary</b>		<b>14,000.00</b>	<b>1,68,000.00</b>
<b>House Rent Allowance</b>		10,000.00	1,20,000.00
<b>Conveyance</b>		3,000.00	36,000.00
<b>Mobile Reimbursement</b>		500	6,000.00
<b>Daily Travel Reimbursement*</b>	(Only for the days of field work @ Rs.150 per working day)	3,000.00	36,000.00
<b>Performance Incentive* (PI)</b>	(This incentive amount is applicable to sales team members after full targets are assigned from the 4th month of joining.	10,000.00	1,20,000.00
	Generally the first 3 months targets are on the lower side hence the incentive payable is less. Incentive amount may vary based on the targets)		

<b>Performance Bonus* (Annual)</b>	(Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	2,000.00	24,000.00
<b>Total Rs. Five Lacs Ten Thousand per annum only</b>		<b>42,500.00</b>	<b>5,10,000.00</b>

Note: \* symbol indicates performance based amount.