

Post of a Receptionist at the Indian Council of World Affairs (ICWA)

The ICWA, an institution of national importance, established under the ICWA Act, 2001, invites applications for the post of **RECEPTIONIST** on contract basis. The remuneration will be commensurate with the appropriate levels of the GOI.

QUALIFICATIONS & EXPERIENCE:

A Trained Receptionist who has a Bachelor's degree, is fluent in both written and spoken English and Hindi and has a minimum experience of 5 years as a Receptionist may apply. The tasks and qualifications required include aspects like:

1. Maintenance, upkeep and management of front office.
2. Handling of Incoming and Outgoing Calls - EPABX.
3. Understanding of Office Functioning and Department Segregation.
4. Demonstrating professional and polite responses in all conversations, including telephone calls.
5. Excellent communication skills and being presentable are pre-requisites.
6. Registering, filing and handling over the incoming-outgoing posts, couriers & faxes to the concerned sections.
7. Assistance in event management.

GENERAL INFORMATION:

1. The applications should be submitted on or before **17th January, 2011** in sealed covers addressed to **The Director, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi – 110 001** or send mail at : director@icwa.in.
2. Candidates should submit their CV and photocopies of their educational certificates/testimonials. E-mail addresses for correspondence must be given.
3. Candidates serving in Government/Semi-Government organization or Educational Institution must apply through proper channel. Alternatively, they should submit "No Objection Certificate" from their employer while appearing for interview. Candidates failing to produce 'NOC' will not be interviewed.
4. The contract will be for 2 years extendable to a maximum of 6 years. Probation period will be three months.
5. Selection will be through an interview only. The ICWA will make preliminary screening of the applications. Merely fulfilling the requirements laid-down in the advertisement will not automatically entitle a candidate to be called for interview. The shortlisted candidates would be informed through e-mail.
6. Any direct or indirect canvassing will be considered as a disqualification.
7. No cost, including TA/DA, for appearing in the interview will be admissible.

**Director General
Indian Council of World Affairs
Sapru House, Barakhamba Road,
New Delhi-110001.
Email: dg@icwa.in**