

Date – 20.12.2023

Placement Drive

IGNOU Regional Center, Mumbai is organizing a Placement Drive with the collaboration of Bhalani Publishing House, Mumbai for Graduates/Post Graduation Learners of IGNOU and Alumni. Interested IGNOU Learners and Alumni can register through the below given Google registration form: <https://forms.gle/3dNVnSDRgXyelZas8>

The primary interview will be online on 27.12.2023 at 11.30am and selected candidates have to attend physical interview at Bhalani Publishing House, Parel, Mumbai 400012. The details of posts are below.

S.No	Name of the Post	Requirement	Salary
1.	Copy Editor cum Proofreader	Proficiency in basic computer programmes, such as Microsoft Office, Excel. Familiarity with style guides Excellent grammar and communication skills Fact-checking and research experience.	3 lakh per annum (Allowances extra)
2.	Indexer	Basic computer service skills County Indexing codes Legal instruments and recording forms	2.5 lakh per annum (Allowances extra)
3.	D.T.P Operator	Must have excellent computer skills and knowledge Be creative, with an eye for good design Be able to prioritize a varied workload	2.5 lakh per annum (Allowances extra)
4.	Marketing Executive	Customer focused - Must be able to comprehend customer needs and adjust sales Negotiation abilities - strategy as necessary Problem Solving Skills - Need to be able close deals and solve problems that may arise during the sales process Technical Knowledge - Need to recognize and address problems that can arise when conducting sales	2.5 lakh per annum (Allowances extra)

Dr. E. Krishna Rao
Regional Director