



Kazi Nazrul University

Nazrul Road, Kalla Bypass More, P.O. – Kalla (C. H.)
Asansol – 713340, Dist. – Paschim Burdwan, West Bengal

Ref No:- KNU/TPO/PLACEMENT/2022/17

Date:-04-08-2023

SUB:- Applications are invited for Venue Commanding Officer at TCS ION Centre

Job Title - Venue Commanding Officer at TCS ION Centre

Job Location – Asansol & Dhanbad; (*Test Location and Job Location will be same*)

TEST DATE- 16 September 2023 (Saturday)

MODE OF TEST – In Centre

TEST PATTERN: Aptitude Test (3 Sections: Numerical, Verbal and Reasoning Ability)

TEST DURATION: 60 Minutes

Test Location: TCS ION Centre, Asansol / Dhanbad

No. of Test Seats allocated to your institute: - 20

FILL THE GOOGLE FORM FIRST: <https://forms.gle/FDDbEbxhHkpEfQEN8>

Last Date to Submit First Cut Data: 7th August 2023 (Monday) – 1 PM

Last Date to Submit Final Data: 10th August 2023 (Thursday) – 12 PM

Responsibilities:

- ✓ Monitoring and Managing Operational Activities of the Venue.
- ✓ Drive Venue team to achieve assigned objectives as per timeline.
- ✓ Review & ensure 100% preparedness of the venue for flawless delivery.
- ✓ Review and ensure Policy Compliance
- ✓ Reviewing and reporting on daily Risk/ Issues/ Performance parameters/ pre-defined parameters
- ✓ Reviewing measures to achieve 100% process adherence.
- ✓ Attending briefing sessions to take download on the compliance & project related information/ parameters, as per the schedule.
- ✓ Resolve operational and other technical issues at the venue with the guidance from concerned teams & stakeholders.
- ✓ Maintain communication with all relevant teams on regular basis prior to, during & post exam.
- ✓ Manage the planning and delivery of effective, efficient, and sustainable operations as per requirement.
- ✓ Ensure that delivery is in line with key performance indicators, security policies, governance requirements and customer expectations.
- ✓ Monitor, support, and guide team members on ground to ensure compliance to all requirements.
- ✓ Manage risk for all the services at the venue on an on-going basis, giving early insight into any issues & the actions being taken to mitigate the risk/ issues. Ensure that all service delivery is within and in compliance with relevant regulatory frameworks and contract requirements.

Requirements:

- ✓ 0-2 years of experience in Operations/Business/Service Delivery
- ✓ Good hands-on experience of Microsoft office (XL, PPT and Word etc.)
- ✓ Strong communication skills (Ability to communicate in the regional language will be added advantage)



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- ✓ Strong analytical skills • Able to travel 70% 80% of the time.
- ✓ Ability to work with cross functional teams.
- ✓ Attention to Detail
- ✓ Self-motivated and ready to work extended hours.
- ✓ Enthusiastic and pleasant personality
- ✓ Quick Learner

Eligibility Criteria	
Qualification	UG - BA / B. Com / BBA / Bachelor in Management Studies (Full Time)
Percentage	Minimum aggregate (aggregate of all subjects as on marksheet in all semesters) marks of 60% or above in each of Class 10th, Class 12th or Diploma (if applicable), Graduation examination which includes successful completion of final year/semester
Batch	2021, 2022, 2023 Year of Passing (YoP) are Eligible.
Work Experience	Candidates with prior experience of up to 2 years would be Eligible.
Backlogs	No Backlogs would be permitted, and students should have all marksheets.
Extended Education	Course should have been completed within the stipulated duration and no extended education would be permitted.
Gaps/ Break	Overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education.
Open Schooling	Only Full-time courses will be considered (Part Time/ Correspondence courses will not be considered). However, Candidates who have completed their Secondary and/ Or senior secondary course from NIOS (National Institute of Open Schooling) are also eligible to apply, if the other courses are full-time.
Age	Minimum 18 years and Maximum 26 years.

Registration Process for the Candidates

- ✓ Step 1. Log on to the TCS Next Step Portal <https://nextstep.tcs.com/campus/#/registrationPage>
- ✓ Step 2. Register and apply for the **TCS IT** Hiring process and generate your **13 digit TCS Reference ID (CT/DT Number)**



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- Scenario A: In case you already have DT ID, kindly log on to TCS Next Step Portal (click <https://nextstep.tcs.com/campus/#/registrationPage>) and Complete the Application Form and Submit.
- Scenario B: If you are a new user, kindly log on to TCS Next Step Portal (click <https://nextstep.tcs.com/campus/#/registrationPage>). Click on ‘Register Now’, choose category as **IT**, proceed to fill your details and Complete the Application Form and Submit
- ✓ Step 3. Submit your final details to your TPO / Placement Team in the asked format

(If registration and application form has been submitted already in the TCS Next Step portal for the past **BPS drives, you can move to step 3 directly and give your BPS Reference ID)*



Sd/-
Training & Placement Officer
Kazi Nazrul University
Asansol