




**PATNA UNIVERSITY**  
**University Placement Cell**

**PLACEMENT DRIVE OF**

**“Mukta Charitable Foundation”**

**COMPANY CAMPUS DRIVE DETAIL:**

<b>Name of Organization</b>	Mukta Charitable Foundation
<b>Date &amp; Time</b>	Pre-Placement Talk – 12 <sup>th</sup> Feb 2021 (Tentative) Group Discussion – 3 <sup>rd</sup> week of Feb (Tentative) Personal Interview – 3 <sup>rd</sup> Week of Feb (Tentative)
<b>Venue</b>	Pre-Placement – Online zoom platform Interview – (will be informed later)
<b>Interview Mode</b>	Offline Interview
<b>Job Description</b>	Tele Counsellor  Handling calls on HIV/AIDS/HEP-B/TB & STD on the phone, providing information and expert counseling on the subject. <ul style="list-style-type: none"><li>• Telephonic Counselling</li><li>• Attending call sharing feedback meetings</li><li>• Call Data Management</li><li>• Training and Capacity Building</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Able to take 20-25 calls on daily basis, support, guide and demonstrate empathetic listening.</li><li>• Attending call sharing feedback meetings with compilation of the detailed data.</li><li>• Prepare data repository of all inputs and outputs pertaining to working area.</li><li>• To educate Clients on HIV, AIDS and STD's and their implications through different program and policies.</li><li>• Engage the caller in a detailed discussion for risk assessment considering the type of exposure history.</li><li>• Provide accurate information to clients about living with HIV, preventing further transmission, the benefits and challenges of HIV care and treatment, and availability and accessibility services.</li><li>• Help clients to develop confidence about their participation in HIV treatment.</li><li>• Work to build the trust and confidence of clients.</li><li>• Create and manage database, reports, visualizations, dashboards and</li><li>• Administrative activities, promotions, and operations.</li></ul>
<b>Designation</b>	Tele-Counsellor
<b>Salary Package</b>	1.5 Lacs – 1.8 Lacs

Location	Patna	
Selection Process	<ol style="list-style-type: none"> <li>1. Pre-placement</li> <li>2. Screening Call</li> <li>3. Group Discussion</li> <li>4. Personal Interview</li> </ol>	
Joining Date/Month	March	
Qualification Experience	<ul style="list-style-type: none"> <li>• Postgraduate in Psychology, Sociology &amp; Social Work from a recognized university.</li> <li>• Should have computer knowledge and efficiency in MS Office and internet surfing.</li> <li>• Excellent knowledge of speaking and writing English and Hindi.</li> <li>• Willingness to work on-call.</li> <li>• Excellent time management skill with demonstrated ability to prioritize.</li> <li>• Willingness to commit at least 3+ years to the helpline.</li> <li>• Ability to work effectively in teams.</li> <li>• Strong commitment to HIV/AIDS and on the subject of sexuality and reproductive health and rights.</li> </ul>	
Qualification Criteria	2020 Pass out and waiting for the result of Psychology, Sociology and Social Work	
<b>HOW TO REGISTER:</b>		
Registration Process		<p><b>Interested candidates are required to register at the following link:</b></p> <p><a href="https://forms.gle/4hMoxM1dBZQw5EXL7">https://forms.gle/4hMoxM1dBZQw5EXL7</a></p>
Documents Required	<ul style="list-style-type: none"> <li>• Entry only for those students who register for the drive till 11th Feb 2021.</li> <li>• A valid University/College <b>Identity card</b> or any <b>ID proof</b> (Aadhar Card/Pan Card/DL) is a must for entry.</li> </ul>	

**For Inquiry: 7080997814**

**Last date for online application: 11th Feb 2021 (6 P.M)**

  
 Professor in-Charge  
 Eng. Training and Placement Cell  
 Patna University