

Job Description: Intern for Registry Department

Location: Nauroji Nagar NIXI Office, New Delhi

Overview

National Internet Exchange of India (NIXI) is a non-profit organization that operates under the guidance of the Ministry of Electronics and Information Technology (MeitY), Government of India. NIXI plays a vital role in promoting and supporting the growth of the internet infrastructure and ecosystem in India.

Job Responsibility

The selected candidates will be extensively involved in handling registrants' (Domain Owners) queries (Telephonic & Email) for Registry Department & maintaining the records.

Skills & Educational Qualification

- Basic computer and data entry skills.
- Under Graduate/ Graduate in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government
- Strong communication skills (verbal and written).
- Good listening skills. - Ability to multitask and handle a high volume of calls.

Monthly Stipend: 15,000

Kindly share resume at ghananjay@nixi.in