



❖ **Great opportunity to serve and get Job Satisfaction!!**

**Deepstambh Foundation's,
Manobal**



Deepstambh foundation's Manobal project is a national level residential training center for the specially-abled, orphan, scheduled class and scheduled tribe students above the age of 18. Manobal provides Training for competitive examinations, Career Counselling, Higher Education, Skill Development and entrepreneurship Development to these students.

We believe in best quality.

Our objective is to develop honest, efficient, sensitive youth for Nation.

Manobal is in the process of strengthening human resources team, so looking for following professionals:

1) Chief Administrative Officer: (Job location -Jalgaon) Salary- 40,000 to 60,000 Rs.

- To execute decisions taken by director board.
- To administrate all activities of all departments.
- Excellent in administration and management skills are required.
- Good in Human Resource development.
- Skill are Required –Technology Orientation, Leadership, Problem Solving, Decision making.
- Postgraduate Persons with 5 +Years' Experience in similar profile (NGO / Educational experience will be added advantage)

Note: Residence can be provided at the location of the project.

2) HR Manager: (Job Location - Jalgaon) Salary- 20,000 to 40,000 Rs.

- Assist with day-to-day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)

3) Hostel Rector: (Job Location - Jalgaon) Salary- 20,000 to 40,000 Rs.

- Assist to manage day to day hostel administration & monitor the maintenance of the hostel
- Should possess the capability of looking after and taking care of 300 Specially-abled, orphan and underprivileged students.
- Any Graduate with 5+ years' experience in Similar Profile required.

4) Social Media Executive: (Job Location – Jalgaon / Online) Salary- 20,000 to 30,000 Rs.

- • To execute social media, other Media Planning and overall Management
- • Should have expertise in the latest technology tools.
- • Any Graduate with 3+ years of experience in social media and other media Platform.

5) Public Relation Officer (Fund Raising): (Job Location – Jalgaon) Salary- 20,000 to 40,000 Rs.

- • To connect with regular donors.
- • To communicate with new donors.
- • To arrange fund raising activity.
- • Any Graduate with 3+ years of experience in fund raising.

6) Lecturer for competitive exams (Job Location – Jalgaon & Pune)

Full time /part time.... (Long term commitment expected.)

- Self-Experience of at least prelims and mains exam.
- Excellence in teaching methodology and student's feedback.
- Experience of counselling and mentoring students.

7) Lecturer and Counsellor for the hearing-impaired students:

(Job Location – Jalgaon & Pune) Salary- 20,000 to 30,000 Rs.

- Should be trained in sign language from a Government Affiliated Institution.
- Prior experience of 3+ years of teaching Hearing Impaired students

8) Personality Development trainer: (Job Location - Jalgaon) Salary- 20,000 to 40,000 Rs.

- To conduct personality development trainings.
- To counsel students for their overall development.
- To manage and co-ordinate the training activities of the organization.
- Min. 3+ years of personality development trainer experience.

9) Psychological Counselor: (Job Location - Jalgaon) Salary- 20,000 to 40,000 Rs.

- To conduct psychological counselling's and trainings.
- To counsel students for their overall development.
- To manage and co-ordinate the training activities of the organization.
- Min. 3+ years of experience.

10) English Language trainer: (Job Location - Jalgaon) Salary- 20,000 to 30,000 Rs.

- To conduct Spoken English Courses.
- To enhance English language writing skills.
- To prepare and edit content in English for official use.

11) Personal Secretary to Chairman: (Job Location - Jalgaon) Salary- 25,000 to 35,000 Rs.

- To work closely with the Chairman and Senior Leadership Team through regular correspondence, arrange meetings and prepare briefing materials for the Chairman.
- To provide administrative support in the delivery of assignments and initiatives on behalf of the Chairman's office as and when required
- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients.
- Schedule meetings and appointments and manage travel itineraries.
- Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management.

12) DTP Operator and Graphic Designer: (Job Location - Jalgaon).

- To Data Entry and Designing the post.
- Content digitalization, page lay outing, graphics designing etc.
- Strong knowledge of InDesign, Corel Draw and Photoshop
- Must be able to create page settings as per the instructions given
- Typing speed of 40 words min. and a fair knowledge of MS office tools
- Min. 2+ years of experience.

13) Clerk: (Job Location - Jalgaon).

- To Maintain files and records so they remain updated and easily accessible
- To Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Assist in making travel arrangements and booking venues for conferences and events
- Perform other office duties as assigned
- Min. 2+ years of experience.

#Common Eligibility Criterion for all the above posts:

- Priority will be given in professional degree holder like social work Psychology, management, education, Journalism, Technology.
- Priority will be given to Persons with Disability, Ex-servicemen for some posts.
- Possess inherent interest in working for and contributing to social work/cause.
- Proficiency in English, Hindi and Marathi languages (Oral & Written), Excellent Communication Skills.
- Expertise is must in Computer & Internet.
- Pleasant Personality with absolutely Positive Approach
- **Remuneration will be as per present standard & skills experience of the person. (Salary may be more than whatever mention in post as per expertise of candidate.)**

Interested candidate can share resume with specific posts to us on - deepstambhngo@gmail.com and deepstambhhr04@gmail.com up to 30th June 2022.

(Candidates have to share their detailed resume with covering letter and subject for which post are they applying on both the mail id's provided.)

Deepstambh Manobal Documentary- <https://youtu.be/2Y-r1TNEUpc>

#For more details check our website: www.deepstambhfoundation.org

YouTube Channel: [Deepstambh Foundation](#)

Facebook: <https://m.facebook.com/DeepManobal/?ref=bookmarks>

Instagram: <https://www.instagram.com/deepstambhmanobal2015?r=nametag>

Kindly pass on this information to the maximum number of deserving candidates who need and deserve this opportunity!!