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Recruitment Notification - Deepstambh Foundation's Manobal

Deepstambh Foundation's Manobal project is a national level residential training centre for the Specially-Abled, Orphan, SC & ST students above the age of 18. Manobal provides training for Competitive Examinations, Career Counselling, Higher Education, Skill Development & Entrepreneurship Development to these students.

We are looking for following positions for our Foundation:-

* Common Eligibility Criteria for all the above posts

A) Priority will be given to Persons with Disability, Orphan & Ex-Servicemen.

B) Experience from NGO/Education/Defence will be given preference.

C) Possess inherent interest in working for and contributing to social work/cause.

D) Proficiency in English, Hindi and Marathi languages (Oral & Written), Excellent Communication Skills.

E) Computer literacy is must.

F) Pleasant Personality with absolutely Positive Approach.

Sr. No.	Post	Education	Roles and Responsibility	Salary Range
1	Chief Administrative Officer	Postgraduate person with 7+Years experience in similar profile OR EX Service man.	1. Responsible for administration and execution of decision of Director Board.	40,000/- to 60,000/-
			2. Person should possess excellent management & Human Resource development skills.	
			3. To lead the team, Problem Solving & Decision making ability.	
			4. Should have expertise in Technology Orientation.	
2	Chief Hostel Rector	Any graduate persons with 5+Years experience in similar profile OR EX Service man.	1. Responsible for day to day hostel administration & monitor the maintenance of the hostel.	30,000/- to 40,000/-
			2. To enforce discipline & responsibility of overall development of students.	
			3. Should have capability of look after 300 Specially-abled, Orphan & Underprivileged students with age group of 18 to 25 yrs.	
			Note :- Residence can be provided at the location of the project.	
3	Social Media Executive	Any graduate with 3+Years of relevant experience (Remote/Work from home)	1. To Create and publish content on all social media platforms.	20,000/- to 30,000/-
			2. Stay upto date with latest social media best practices and technologies.	
4	Fund Raising Manager	Any graduate with 5+Years of experience in NGO, Specially in CSR department	1. To ensure regular compliance of CSR funds & liaising with corporates and Govt. departments.	20,000/- to 40,000/-
			2. To maintain relationship with existing donors & respond to their requests on regular basis.	
			3. To build contact with potential donors and raise the funds.	

Sr. No.	Post	Education	Roles and Responsibility	Salary Range
5	Lecturer - Competitive Examination	Full-time/Part-time/Weekly/Hourly basis	1. Experience of planning and delivering lectures for UPSC/MPSC/SSC/Banking students for their prelims & main exams.	25,000/- to 50,000/-
			2. Good knowledge of various teaching methodologies & student's feedback mechanism.	
			3. Counselling and Mentoring of Students.	
6	Hearing Impaired Students Trainer & Counsellor	3+Years of relevant experience. Position is based at both Jalgaon & Pune	1. Should be trained in sign language from a Government Affiliated Institution.	20,000/- to 40,000/-
			2. Assist students in understanding & seeking solutions to Social, Emotional & Academic problems.	
7	Personality Development Trainer	Min. 3+Years of relevant experience. Full-time/Part-time/Weekly/Hourly basis	1. To plan and conduct personality development trainings.	20,000/- to 40,000/-
			2. To help students to shape their personalities by helping them develop their Confidence, Assertiveness & Self positive image.	
8	Competitive Exam Counsellor	Min. 3+Years of relevant experience. Full time/Part-time/Weekly/Hourly basis	1. To conduct counselling session and academic activities.	20,000/- to 40,000/-
			2. To help student in Competitive exam studies & Solve academic issues.	
9	Psychological Counsellor	Min. 3+Years of relevant experience. Full time/Part-time/Weekly/Hourly basis	1. To conduct counselling session and psychological activities.	20,000/- to 40,000/-
			2. To help student with Physical, Emotional and Mental health issues.	
10	English Language Trainer	Min. 3+Years of experience, Full-time/Part-time/Weekly/Hourly basis	1. To conduct Spoken english course & different activities for students.	20,000/- to 40,000/-
			2. To enhance English language writing skills & also prepare content in English for official use.	
11	Personal Secretary To Chairman	Min. 4+Years of experience as an Executive Assistant	1. To coordinate Calendar, Travel & Meeting schedule arrangement for chairman.	25,000/- to 35000/-
			2. To arrange meetings and prepare briefing materials for the chairman.	
			3. To arrange & accompany chairman for programs & tours.	
12	Tally Operator	Min 1 year experience of working on tally.	1. Must be proficient in Tally.	15,000/- to 25000/-
			2. Maintain financial transaction by auditing documents.	
			3. Must have experience with general ledger functions.	
13	Receptionist & Tele caller	Min. 1+Years of experience in Call centre, Radio station & similar profile	1. To receive & welcome guests and visitors.	15,000/- to 25000/-
			2. Attending phone calls regarding enquiry & scholarship.	
			3. Maintain all records of visitors.	
			4. Should have good communication skills in Marathi, Hindi and English.	
14	Project Manager For PWD Students	Postgraduate person with 2+Years experience in similar field	1. To study the different skills & policy regarding disabled students.	20,000/- to 40,000/-
			2. To support & develop disabled students for their education.	
			3. To plan & execute workshop for PWD students on different places in Maharashtra/India.	
			4. To guide PWD students & solve issues regarding Government Offices.	
			5. To coordinate & contact with different NGO's/organizations working for PWDs.	
			* Especially preference will be given to those who completed the course in disability context.	

Sr. No.	Post	Education	Roles and Responsibility	Salary Range
15	Project Manager For Orphan Students	Postgraduate person with 2+Years experience in similar field	1. To study the different skills & policy regarding orphan students. 2. To support & develop orphan students for their education. 3. To plan & execute workshop for orphan students on different places in Maharashtra/India. 4. To guide orphan students & solve issues regarding Government Offices. 5. To coordinate & contact with different NGO's/organizations working for orphans. <i>* Especially preference will be given to those who completed the course in orphan context.</i>	20,000/- to 40,000/-
* Salary would be negotiable based on expertise of the candidate.				
* Interested candidate can share their resume on hr@deepstambhfoundation.org & deepstambhhr04@gmail.com this both email-id with subject line - Application sent upto 10/01/2023.				