

RECRUITMENT NOTIFICATION

With the initiative of Dhubri District Administration to transform the education system of the district, Piramal Foundation (a non-profit organisation) is hiring for the post of Virtual Field Support Associates.

No of posts: 15.

Work Location – Dhubri Town.

Eligibility:

1. Female Candidates only.
2. Candidates should be local residents of Dhubri town.
3. Age no bar.
4. Qualification - Graduate in any discipline (B. Ed. or DI.Ed. would be added advantage.)
5. Basic working knowledge of computer. Well versed in MS office.
6. Typing speed above 20wpm with 95% accuracy.
7. Passion for serving the society and should understand the value of education.

Language Skills:

Speak, read and write Assamese, Hindi, English. (Local dialect language skill is added advantage)

Job Profile:

- Teachers' classroom video analysis by sitting in the office.
- Provide education related service and sharing content to the School principals and stakeholders over the phone, sms, whatsapp and email etc.
- Calling the teachers, headmasters and understand their day to day academic challenges and provide solutions accordingly.
- Receiving calls from the stake holders and help them with their queries and concerns.
- Monitoring, Data collection and follow up with the stake holders.
- Seldom ad-hoc work.


Process of selection:

- Biodata should be submitted at the drop box between 11am to 5pm at the following address - Piramal Foundation – Near Govt. Boys Higher Secondary School, Opposite to Child Protection Office. Dhubri Assam. Office Phone number: 9999429913, 8724951706.
- 1. Biodata screening. 2. Ten days assessment and observation. 3. Final assessment.
- Last date of application submission – 13th February 2019.
- Candidates will be called for further selection process after their biodata is shortlisted.

Remuneration: Minimum Rs. 13,500/ per month (as per the Minimum wage for highly skilled employee category decided by Assam Labour Ministry.)

Note:

- This is NOT a contractual job.
- No TA, DA will be provided to the candidate appearing during the selection period.


08/02/2019

Authorised Signatory