

INVITATION FOR APPLICATION

SEWAK, Sundargarh is an NGO inviting application for its different projects. Suitable candidates with the following qualification can apply for the posts within 25th April, 2021 by Email/Post/Online or directly in the below mentioned address. Shortlisted candidates will be invited for the interview. (Details about the post please visit www.sewakodisha.org)

Details of the Post	Required Qualification	No. of Posts	Salary
Expert Agri Marketing	MBA in Agri Marketing	01	Rs 25000/- to Rs 30000/-
Expert Agriculture	B.Sc.(Agriculture)	01	Rs 20000 /- to Rs 25000/-
Expert Accountant	B.Com.	02	Rs 10000/- to Rs 15000/-
Programme Manager (Creche-1(Female), Livelihood-2 (Male/Female)	MSW/MA in Sociology/MA in RD/ PGDRM with 5 years' work Exp.	03	Rs 20000/- to Rs 25000/-
Crèche Supervisor (Hemgir)(Female)	Graduation in Social work/Rural Dev./ Sociology/ Rural Management	03	Rs 20000/-
Faculty (Computer Education)	Graduation in any discipline with PGDCA/ OSCIT/ADCA with good communication skills	02	Negotiable
Faculty(Soft Skill & Spoken English)	Graduation with Teaching Experience on Spoken English	01	Negotiable
Front Office Executive (Female)	Graduation in any discipline	01	Negotiable

For any details, please contact in the following address:

At: SEWAK Complex, Rangiamunda, Po: Tangarpali ,Via-Ujjalpur,
Dist:Sundargarh ,Pin-770011

Email: sewaksundargarh@rediffmail.com

sewaksundargarh@sewakodisha.org

Phone: 9348797645//8917671845//8249990916

Visit us at: www.sewakodisha.org

Details about the Vacancy

01) Name of the Post	: Expert Agri. Marketing
Required Qualification	: MBA in Agri. Marketing
No. of Post	: 01
Place of Posting	: Sundargarh/Sonepur
Salary Package	: Rs 25000/- to Rs 30000/-
Experience	: Minimum 2-3 years working experience in the relevant field
Nature of Work	: Promotion of Community Based Business Organization/FPO in the project area

02) Name of the Post	: Expert Agriculture
Required Qualification	: BSc (Agriculture)
No. of Post	: 01
Place of Posting	: Sundargarh/Sonepur
Salary Package	: Rs 20000/- to Rs 25000/-
Experience	: Minimum 5 years working experience in the relevant field
Nature of Work	: Promotion of Community Based Business Organization/FPO in the project area

03) Name of the Post	: Expert Accounts
Required Qualification	: B.Com
No. of Post	: 02
Place of Posting	: Sundargarh/Sonepur
Salary Package	: Rs 10000/- to Rs 15000/-
Experience	: Working with Tally with minimum 1 year will preferred
Nature of Work	: Maintain Books of Accounts of Project, CBOs, FPOs at Field Level and support the CBOs regarding all legal compliances

04) Name of the Post	: Programme Manager(Crèche)
Required Qualification	: MSW/MA in Sociology/MA in RD/ PGDRM
No. of Post	: 01(Female)
Place of Posting	: Hemgir Block of Sundargarh District
Salary Package	: Rs 20000/- to Rs 25000/-
Experience	: Minimum 5 years work experience in the relevant field
Nature of Work	: Identification of village for establishment of Crèche unit, Monitoring the Crèche Programmer at Hemgir Block

05) Name of the Post	: Programme Manager(Livelihood)
Required Qualification	: MSW/MA in Sociology/MA in RD/ PGDRM
No. of Post	: 02
Place of Posting	: Sundargarh/Sonepur district
Salary Package	: Rs 20000/- to Rs 25000/-
Experience	: Minimum 5 years work experience in the relevant field
Nature of Work	: Promotion of Community Based Business Organization/FPOs

06) Name of the Post	: Crèche Supervisor(Female)
Required Qualification	: Graduation in Social work/Rural Dev./ Sociology/ Rural Management
No. of Post	: 03
Place of Posting	: Hemgir Block of Sundargarh district
Salary Package	: Rs 20000/- P.M.
Experience	: Experience candidate will give preference
Nature of Work	: Day wise supervision of crèche unit, Identifying village for new crèche unit, Reporting and Documentation

07) Name of the Post	: Faculty(Computer Education)
Required Qualification	: Graduation in any discipline with PGDCA/ OSCIT/ADCA with good communication skills
No. of Post	: 02
Place of Posting	: SEWAK Computer Centre, Hemgir
Salary Package	: Negotiable
Experience	: Experience candidate will give preference

08) Name of the Post	: Faculty(Spoken English & Soft Skills)
Required Qualification	: Graduation with Teaching Experience on Spoken English
No. of Post	: 01
Place of Posting	: SEWAK Computer Centre, Hemgir
Salary Package	: Negotiable
Experience	: Experience candidate will give preference

09) Name of the Post	: Front Office Executive(Female)
Required Qualification	: Graduation in any discipline
No. of Post	: 01
Place of Posting	: SEWAK Computer Centre, Hemgir
Salary Package	: Negotiable
Experience	: Experience candidate will give preference