

Project- “THE EMPATHY CAMPAIGN ”

Job advertisement for filling up 02 (Two) posts on short term contract basis in Project-The Empathy Campaign (<https://theempathycampaign.com/>) operational at ILBS, New Delhi since 2018*.

Name of Post, No. of vacancies & Reservation	Maximum Age as on 31st December, 2023	Contract Duration	Consolidated Monthly Remuneration	Place of Posting
Project Assistant (02 Posts, UR)	35 years	Till 31 st March, 2024 (Extendable based on the performance & renewal of the project)*	Rs 20,000	ILBS, Vasant Kunj, New Delhi

*** The project is running since 2018 and is expected to be renewed in the next financial year i.e F.Y. 2024-25**

Brief Job Description

- Co-ordination for implementation of project related activities.
- Providing Assistance to the Project Management Team.
- Participating in awareness campaigns or initiatives.
- Maintenance of official records /File work
- Field Travel
- Data Collection/Entry & Working with MS Office suite on Computer/Laptop.

Essential Minimum Educational Qualification:

Graduate from a Recognized Institute /University.

Experience Required :

Minimum 01(One) Year in a Similar Job Profile

Note: Candidates must possess their bachelor degree certificate or provisional Passing certificate or final year marksheet in order to apply for this above mentioned post.

Note:

- The effective date for reckoning the requisite qualification and experience and the upper age limit is 31.12.2023.
- Interested candidates who fulfil the above mentioned eligibility criteria should fill the application form (attached below) and send its scanned copy/clearly readable image to email id : ilbs.epideptt@gmail.com by **27th February 2024 till 6:00 P.M** along with copies of their date of birth proof (Class- 10th Certificate/Mark sheet), Bachelor Degree Passing Certificate or Provisional certificate or Final Year Marksheet and experience certificate/s.
- Only shortlisted candidates shall be invited through email for interview/skill test to be held at ILBS , New Delhi.
- No TA/DA shall be paid for attending interview/skill test at ILBS, New Delhi.

In case of any query/clarifications, the candidates can contact Dr.Sumridhi Gautam at mobile no. +91-7800039702 during working hours and/or send an email at id : ilbs.epideptt@gmail.com

10. Educational Qualification : (12th Class & Above)

S. No.	Month & Year		Name of Course	Name of College/Institution	Name of Board/Univeristy
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					

11. Work Experience, if any (Start from the first job to the most recent appointment/Job)

S. No.	Name of Organization	Date of joining	Date of leaving	Name of the post held (Also state Temporary or Permanent)	Last drawn Salary Per Month

Declaration

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test/interview and joining, my candidature will stand cancelled and all my claims for the recruitment shall stand forfeited.

Date:

SIGNATURE OF THE APPLICANT