

## Recruitment Notice

The Santi Trust, Andrewspally, Santiniketan, proposes to recruit for the post of Programme Officer person fulfilling the following requirements. The appointment to the post will be initially for six months with emoluments of **Rs.12, 000/-** per month and likely to be extended further.

### Requirements:

**Basic:** Education Qualification: Post graduate degree in Social Work/Social Sciences (Sociology, Psychology, Economics, Political Science)/Rural Development

**Additional Desirable Knowledge:** Computer Application/Music/Fine Arts/Public Health/Community Level Non-formal Education/Physical Education

### Job requirements:

- (i) Proficiency in English Language- speaking and writing.
- (ii) Well verse in computer application.
- (iii) Field visits- to villages, organizations-public and private as needed.
- (iv) Planning, organization and administration of services and programmes of the organization.
- (v) Overseeing and managing day-to-day administrative matters of the organization.
- (vi) Documentation and report writing.
- (vii) Any other- as and when assigned.

The intending candidate should have own conveyance, preferably two-wheeler, for which allowance will be provided as required.

**The last date of submission of the application is 24.06.2023**

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Dr Madhura Chakrabarty

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