

## RECRUITMENT NOTICE FOR OUTSOURCED PROJECT STAFF

MPCON has received a project on skill development being implemented in three districts of Madhya Pradesh namely, Shahdol, Annuppur & Umaria

Post	Number	Criteria
Project Coordinator	1	Post Graduate in any discipline preferably in Social Work/Rural Development/related disciplines with minimum 5 years experience in Entrepreneurship/Skill Development/Livelihood and related areas and prepared to travel widely. Fluency in English and Hindi and Computer Skills in Excel & Word is must. Must be below 35 years of age as on 15 <sup>th</sup> July 2018.
Data Entry Operator1	1	At last graduate in any discipline with DCA/PGDCA or equivalent. Having Experience in Entrepreneurship & Skill Development, Fluency in English and Hindi and Computer Skills in Excel & Word is must. Must be below 32 years of age as on 15 <sup>th</sup> July 2018. With minimum 3 years' experience.
Place of posting		At Project Office to be set up in any of the project district mentioned.
Duration		06 Months, may be extended, if project duration is extended.
Nature		Purely temporary and on the rolls of outsourced agency.
Mode of Application		Application and CV to be sent on E-mail, <a href="mailto:mpconltd@mpconsultancy.org">mpconltd@mpconsultancy.org</a> . Please mention name of post in the Subject of the E-mail
Last date of application to be received		20/7/2018
Salary		Negotiable, as per industry standard.
Scope of Work to be Carried out by 1.Project Co-Ordinator  2. Data Entry Operator		The project Co-Ordinator is expected to regular monitor the centers where training is being imparted, carry out checks on quality of training & deliverables, facilities required for training, help in placement of candidates with various prospective job providers, liaison with the project offices of the client, district administration, send periodic MIS reports to the HO. He would report to the project head.  He would compile the period reports, MIS and assist the project coordinator in his works.