



## SITUATION VACANT

**AJMAL FOUNDATION**, Hojai requires competent candidates for the following positions

### 1. Senior Accounts Officer

**Educational Qualification and Experience** : CA/CMA/M.Com with experience in the relevant field. Candidates should be adept in tally package, taxation, GST etc.

**Salary** : Negotiable

### 2. Senior H.R Executive

**Educational Qualification and Experience** : MBA in HR Management and capable of dealing with all the HR related issues and legal compliances of reputed NGO independently.

**Salary** : Rs.50,000/- per month

### 3. Student Counselors

**Educational Qualification and Experience** - MA in Psychology with experience in students counseling.

**Salary** : Rs.45,000/- per month

### 4. Hostel Administrators (Male and Female)

**Educational Qualification and Experience** : Post Graduate in any discipline having experience of dealing with administrative and student affairs & managing around 1000 people of a reputed educational institute.

**Salary** : Rs.40,000/- per month

Higher salary may be considered based on experience and expertise. A minimum of 5 years of experience in the respected fields is desirable for all the positions.

Interested candidates may send their C.V. along with passport size photograph and the relevant testimonials at [careers@ajmalfoundation.org](mailto:careers@ajmalfoundation.org) on or before **20<sup>th</sup> October 2022**.

CD/SV/SL000959/1

Click on the link to apply:

<https://ajmalfoundation.com/apply-now/>