

JOB DESCRIPTION FOR ENGAGEMENT OF PROJECT ASSISTANT & MULTI-TASKING STAFF UNDER MBOCWVB, LESDE DEPARTMENT

1. Project Assistant (3 positions)

Aspect	Details
Key Responsibilities	- Assist the concerned Officer in overall implementation. - Coordinate with training providers, district labour offices, and “Skill on Wheels” teams. - Maintain beneficiary database, attendance, and certification records. - Compile quarterly progress reports. - Liaise with finance/accounts section for budget utilization statements. - Other duties as may be assigned from time to time
Essential Qualifications	- Any Graduate (preferably Master of Business Administration). - Minimum 2 years’ experience in skill development, livelihoods, or social sector projects. - Below age 40. - Proficiency in MS Office, data handling, and report writing.
Duration & Nature	Full-time, contractual for the entire project period (3 years) with annual performance review.
Monthly Remuneration	Rs. 30,000/-
Benefits	As applicable to staffs of Welfare Board

2. Multi-Tasking Staff (2 positions)

Aspect	Details
Key Responsibilities	- Manage office logistics, dispatch, filing, and photocopying. - Support field activities: venue arrangements, beneficiary mobilisation, and material distribution. - Assist in maintaining inventory of training equipment and supplies. - Provide basic clerical and messenger services. - Other duties as may be assigned from time to time
Essential Qualifications	- Minimum Class-X pass. - Below age 35. - Basic computer knowledge preferred. - Prior field or office support experience desirable.
Duration & Nature	Full-time, contractual for the entire project period (3 years) with annual performance review.
Remuneration	Rs. 12,600/-
Benefits	As applicable to staffs of Welfare Board

Note:

- Applicants should apply only in PRESCRIBED Application Form.
- Applicants should submit their application imprinting ‘Application for the post of Project Assistant/ Multi-Tasking Staff under MBOCWVB’ to A-28, Earth Day Road, Directorate of LESDE, MINECO, Khatla.