

### Job Description Form

S.No.....

Date:.....

**Company Details**

Contact Person : \_\_\_\_\_

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ District \_\_\_\_\_ Pin. \_\_\_\_\_

Website/Email : \_\_\_\_\_

\_\_\_\_\_

Contact No. : (M) \_\_\_\_\_ (O) \_\_\_\_\_

**Requirement**

Designation/Post : \_\_\_\_\_

Gender : \_\_\_\_\_

No. of Employee : \_\_\_\_\_

Education Qualification : \_\_\_\_\_

\_\_\_\_\_

Technical Qualification / : \_\_\_\_\_

Specialization \_\_\_\_\_

\_\_\_\_\_

Interview days/timing : \_\_\_\_\_

\_\_\_\_\_

Salary : \_\_\_\_\_ to \_\_\_\_\_

Experience : \_\_\_\_\_ to \_\_\_\_\_

Office timing : \_\_\_\_\_ to \_\_\_\_\_

Holiday/weekly off : \_\_\_\_\_

Job Description/Other Inf. : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

M/s.

Auth. Sign.