**HR HelpDesk Service for Incubatees**

**Job Announcement Form**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Name of Company** |  |
| **Address for Communication** |  |
| **Contact Details** |  |
| **Office Phone No** |  |
| **Email Id** |  |
| **Company Profile:**  |  |
|  |  |

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Job Description:** |  |
|  |
|  |
|  |
| **Functional Area:** |  |
| **Industry:** |  |
| **Compensation:** |  |
| Paid / Unpaid |  |
| Type: Salary / Service fee / Honorarium / Others |  |
| Compensation Range:  |  |
| **Type of Engagement:** |  |
| Intern / Consultant / Regular / Voluntary / Contract  |  |
| **Flexibilities in time**  |  |
| Full time / Flexi time / Part time / Others |  |
| **Location:** |  |
|  |  |

|  |  |
| --- | --- |
| **Desired Candidate Profile:** |  |
| Under Graduate |  |
| Graduate |  |
| Doctorate |  |
| Key Skills |  |
| Experience (No. of Years) |  |

|  |  |
| --- | --- |
| **Call Opens on:** |  |
| **Call Closes on:** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Authorized Signatory