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| --- | --- | --- |
| **Job Description** | | |
| **SI #** | **Position / Vacancy Details** | **Client Response** |
| 1 | Designation | Title |  |
| 2 | Reporting to |  |
| 3 | Hierarchy (Next 2 levels) |  |
| 4 | Team Size |  |
| 5 | Location |  |
| 6 | Working hours | Weekly Off |  |
| 7 | Travel Requirement (If any) |  |
| 8 | Reason for Vacancy Existence |  |
| 9 | Key Accountabilities | Expected Outcomes |  |
| 10 | Interview/Selection Process Details |  |
| **\*Any information is not applicable, please mark as NA** | |  |
| **SI #** | **Selection Criteria | Key Must Haves** | **Client Response** |
| 11 | Education Qualification / Certifications |  |
| 12 | Overall Experience |  |
| 13 | Functional Experience |  |
| 14 | Scope of Work | Area of Influence |  |
| 15 | Skills – Mandatory / Must have |  |
| 16 | Skills - Preferred |  |
| 17 | Skills Required but Trainable |  |
| 18 | Gender Preference (if any) |  |
| 19 | Personal Attributes |  |
| **\* Any information is not applicable, please Mark as NA** | | |
| **SI #** | **Compensation & Benefits** | **Client Response** |
| 20 | Salary Range |  |
| 21 | PF | ESI benefits available? |  |
| 22 | Mediclaim - Sum of Personal Coverage |  |
| 23 | Mediclaim - Parents Coverage is available? |  |
| 24 | Accommodation for outstation employees |  |
| 25 | Travel Expenses Reimbursed? |  |
| 26 | Perdiem Allowance during Official Travel |  |
| 27 | No of paid leaves in year |  |
| 28 | Any Eligible Incentives? |  |

**\* Any information is not applicable, please Mark as NA**