|  |
| --- |
| **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**