



## Advt. No 01/2022-FKA Category-Coordinator ZONE-WISE RECRUITMENT OF NGO COORDIATOR IN FKA

Fauji ke Alfaaz (FKA), is a registered Non-Governmental Organization and working to improve Education & Human-Well Being.

With a vision of Educated and developed society, FKA was established in April 2018. In this span of years we have reached over 10 states in the country and working with a dedicated team & inspired volunteers. The NGO is registered under Indian Trust Act, under section 65, Reg. No. 335, 80 G & 12A certified and registered office in New Delhi.

The FKA invites online applications for the under mentioned post(s) from **eligible candidates** who fulfill the prescribed qualifications, age, experience etc.

Post	Post Code	Stipend/ Salary (in ₹)	Maximum Age limit as on 01.09.2022	Number of Vacancy	Eligibility Criteria
PROJECT COORDINATOR	B	7000-10000	29 Years	01	<ol style="list-style-type: none"><li>1. Qualification: The candidate must have completed his 12<sup>th</sup> and undergoing/completed graduation from a recognized institute.</li><li>2. Age: The candidate should not be more than 29 years as on 01.09.2022.</li><li>3. Technical Skills: The candidate must have a good knowledge of computer. Candidates having sharp hands in MS Office, Photoshop, and Social Media management will be given preference.</li><li>4. Experience: Freshers are welcome. However, candidates already having volunteering experience in FKA will be given priority.</li></ol>
LEGAL ADVISOR	B	NIL	35 Years	01	<ol style="list-style-type: none"><li>1. Qualification: The candidate should have a LLB degree from a recognized institute and must bear a valid advocate identity card.</li><li>2. Age: The candidate should not be more than 35 years as on 01.09.2022.</li><li>3. Other: The candidate should be gainfully employed.</li></ol>

For the post of **Coordinator**, candidates will be selected on the basis of interview as Project Coordinator and will be on probation period of three months. Only consolidated stipend/salary will be paid to them at the rate of ₹ 7000/- to 10,000/- per month (as suitable). The candidate may be eligible for an increment after the probation period subjected to the satisfactory completion of the period of three months.

### ROLES & RESPONSIBILITIES:

1. The candidate(s) selected will be initially appointed for work-from-home working culture. However, site visits as per required by the management to be done.
2. The candidate selected for the post of Project Coordinator, may be required to prepare data sheets, event reports, annual reports, updating websites, social media management, coordination with other volunteers/coordinators, scheduling/calling meetings or any other work assigned to him/her.
3. The candidate selected for the post of Legal Advisor may be required to perform all kind of legal formalities required for/by the NGO.



### TENTATIVE SCHEDULE

1.	Sending of Resume/CV/ Bio Data to the Email: <a href="mailto:contact@faujikealfaaz.org">contact@faujikealfaaz.org</a> or <a href="mailto:faujikealfaaz@gmail.com">faujikealfaaz@gmail.com</a>	4.09.2022 from 10:00 Hrs (IST)
2.	Last Date & time for sending of Resume/CV/Bio Data	15.09.2022 till 16:00 Hrs (IST)
3.	List of candidates selected for the Online interview on website <a href="http://www.faujikealfaaz.org">www.faujikealfaaz.org</a>	17.09.2022 till 22:00 Hrs (IST)
4.	Date of Online Interview	Will be announced on website <a href="http://www.faujikealfaaz.org">www.faujikealfaaz.org</a> Tentatively between 18.09.2022 to 25.09.2022 (Phase wise).
5.	Declaration of Result	Will be announced on website <a href="http://www.faujikealfaaz.org">www.faujikealfaaz.org</a> Tentatively on 27.09.2022.

**Note:** Candidates may visit the FKA website <https://www.faujikealfaaz.org> for regular updates. The candidates are advised to visit the website and understand the working and projects of the NGO.

- No application fee is required to be submitted for the above-mentioned posts.
- The number of vacancy per post may be increased/decreased as required by the NGO.
- The management may decide any change/cancellation of the recruitment advertisement at any stage of the selection procedure. The decision of the authorities will be final and binding to all.

