## **Action for Self Reliance & Alternatives (ASRA)**

Head Office: G-1/456-457, Gali Tyagi Patti, Dal Mill Road, Uttam Nagar, New Delhi-110059 Ph.:011-25356845, 25371728

E-Mail: asra ngo@yahoo.co.in, asra ngo@hotmail.com, vmishra iph@hotmail.com

## MANAGEMENT OF ASRA INVITES APPLICATIONS FOR FOLLOWING POSTS:

S. No.	Name of the Post	Eligibility Criteria
1	Physiotherapist for Head Office /	Qualification: Minimum Bachelor / Degree / Diploma in
	CBR	Physiotherapy
		<b>Skills required</b> : Fresher / one year experience in the same
		field
		<b>Desirable</b> : Knowledge of working on computers
2	Occupational Therapist for Head	Qualification: Minimum Bachelor / Degree / Diploma in
	Office / CBR	Occupational Therapy
		<b>Skills required</b> : Fresher / one year experience in the same
		field
		<b>Desirable :</b> Knowledge of working on computers
3	Speech Therapist for Head Office	Qualification: Minimum Bachelor / Degree / Diploma in
	/ CBR	Speech Therapist
		<b>Skills required :</b> Fresher / one year experience in the same
		field
		Desirable : Computer Knowledge
4	Prosthetic & Orthotic Engineer	Qualification: Diploma in Prosthetic & Orthotic (DPO) /
	for Head Office / CBR	Bachelor in Prosthetic & Orthotic (BPO)
		Experience: Fresher / Minimum 1 Year Experience
5	Special Educator for Head Office	Qualification: Minimum Bachelor / Diploma / Degree in
	+ CBR / Field	Special Education
		Preference : Experience in the same field
		Desirable: RCI recognized and Computer knowledge
6	Social Worker for Head Office /	Qualification: Minimum Bachelor in Social Work from a
	CBR	recognized university
		<b>Preference</b> : Hand on experience in the field of disability &
		Rehabilitation & willing to work in communities
		<b>Desirable :</b> Knowledge of working on computers
7	Rehabilitation Worker for CBR /	<b>Qualification</b> : Minimum Bachelor in Social Work from a
	Field	recognized university
		<b>Preference :</b> Hand on experience in the field of disability &
		Rehabilitation & willing to work in communities
		<b>Desirable :</b> Knowledge of working on computers
8	Education Teacher for CBR/ Field	<b>Qualification</b> : 10+2 / Graduation
		Experience : Fresher / Minimum 1 Year Experience
9	Mobile Repairing Trainer	Qualification : Minimum Graduation
	for CBR / Field	Skills required : Minimum 1 year diploma in Mobile
		Repairing Course from a Govt. recognized institution
		<b>Desirable :</b> Minimum one year experience in the same field
10	Tailor Master for Head Office	Qualification: 10+2 / Graduation
		Experience : 1 year experience
11	Tailoring Trainer	Qualification : Minimum Graduation
	for Head Office + CBR / Field	Skills required : Minimum 1 year diploma in Cutting &
		Tailoring from a Govt. recognized institution
		<b>Desirable :</b> Minimum one year experience in the same field

12   Beauty Culture Trainer for Head Office + CBR / Field   Skills required : Minimum Graduation   Skills required : Minimum 1 year diploma in Beauty Culture from a Govt. recognized institution   Desirable : Minimum one year experience in the same field     13			
from a Govt. recognized institution  Desirable : Minimum one year experience in the same field  13	12	Beauty Culture Trainer	Qualification : Minimum Graduation
Desirable: Minimum one year experience in the same field  Computer Trainer for Head Office + CBR / Field Skills required: Minimum 1 year diploma in Computer from a Govt. recognized institution Desirable: 1 year IT Field or Teaching Experience  Preference: 1 year experience  Qualification: 10+2 / Graduation Experience: 1 year experience  Qualification: 10+2 / Graduation Experience: 1 year experience  Qualification: 10+2 / Graduation Experience: 1 year experience  Qualification: Graduate Experience: 1 year experience of dealing with foreign delegations, Fund raising, Project monitoring and report writing. Preference: Good knowledge of rules and regulations of NGO sector, Govt. schemes in disability and rehabilitation sector, Project writing Skills. Good knowledge of English & Hindi. Age limit: below 45 years  Qualification: B.Com / M.Com Experience: Experience of working as Accountant in a reputed organisation. Skills: Computer Operating / Tally (updated with latest version)  Office Assistant / Receptionist for Head Office / CBR  Preference: Fluency in English writing and Proficiency in Computer operating		for Head Office + CBR / Field	<b>Skills required :</b> Minimum 1 year diploma in Beauty Culture
Computer Trainer for Head Office + CBR / Field   Skills required : Minimum 1 year diploma in Computer from a Govt. recognized institution   Desirable : 1 year IT Field or Teaching Experience			from a Govt. recognized institution
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Desirable: 1 year IT Field or Teaching Experience  14 Driver cum Caretaker for Head Office + CBR  Driver for Head Office + CBR  15 Driver for Head Office + CBR  Capalification: 10+2 / Graduation Experience: 1 year experience  16 Officer In-Charge (Programs)  Qualification: Graduate Experience: Minimum 10 years experience of Administration in NGO. Experience of dealing with foreign delegations, Fund raising, Project monitoring and report writing. Preference: Good knowledge of rules and regulations of NGO sector, Govt. schemes in disability and rehabilitation sector, Project writing Skills. Good knowledge of English & Hindi. Age limit: below 45 years  17 Accountant for Head Office  Qualification: B.Com / M.Com Experience: Experience of working as Accountant in a reputed organisation. Skills: Computer Operating / Tally (updated with latest version)  18 Office Assistant / Receptionist for Head Office / CBR  Qualification: Fresher / Experienced Preference: Fluency in English writing and Proficiency in Computer operating		for Head Office + CBR / Field	<b>Skills required :</b> Minimum 1 year diploma in Computer from
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Computer operating		for Head Office / CBR	_ ·
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	19	Administrator for Head Office +	Qualification : Graduation / Diploma in business
CBR administrator or relevant field		CBR	
<b>Experience:</b> 1 year experience in administrative service or			
related field			1
Skills: Knowledge of working on computers			

- Salary Negotiable.
- Working hours: 9 am to 5 pm.
- Applicants with knowledge of working on computers will be preferred.
- Applicants should submit applications either at Head Office or online on the following email ids: asra\_ngo@yahoo.co.in, asra\_ngo@hotmail.com, vmishra\_iph@hotmail.com
- Applications for Part time engagements will also be considered.
- Preference will be given to candidates living in West Delhi or nearby area.
- Last date of receiving applications will be 10<sup>th</sup> April, 2024.

Issued by : ASRA Trust Management Dalmil Road, Uttam Nagar, New Delhi-110059