

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 / CBR	Qualification : Minimum Bachelor / Degree / Diploma in Physiotherapy Skills required : Fresher / one year experience in the same field Desirable : Knowledge of working on computers
2	Occupational Therapist for Head Office / CBR	Qualification : Minimum Bachelor / Degree / Diploma in Occupational Therapy Skills required : Fresher / one year experience in the same field Desirable : Knowledge of working on computers
3	Speech Therapist for Head Office / CBR	Qualification : Minimum Bachelor / Degree / Diploma in Speech Therapist Skills required : Fresher / one year experience in the same field Desirable : Computer Knowledge
4	Prosthetic & Orthotic Engineer for Head Office / CBR	Qualification : Diploma in Prosthetic & Orthotic (DPO) / Bachelor in Prosthetic & Orthotic (BPO) Experience : Fresher / Minimum 1 Year Experience
5	Special Educator for Head Office + CBR / Field	Qualification : Minimum Bachelor / Diploma / Degree in Special Education Preference : Experience in the same field Desirable : RCI recognized and Computer knowledge
6	Social Worker for Head Office / CBR	Qualification : Minimum Bachelor in Social Work from a recognized university Preference : Hand on experience in the field of disability & Rehabilitation & willing to work in communities Desirable : Knowledge of working on computers
7	Rehabilitation Worker for CBR / Field	Qualification : Minimum Bachelor in Social Work from a recognized university Preference : Hand on experience in the field of disability & Rehabilitation & willing to work in communities Desirable : Knowledge of working on computers
8	Education Teacher for CBR/ Field	Qualification : 10+2 / Graduation Experience : Fresher / Minimum 1 Year Experience
9	Mobile Repairing Trainer for CBR / Field	Qualification : Minimum Graduation Skills required : Minimum 1 year diploma in Mobile Repairing Course from a Govt. recognized institution Desirable : 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 for Head Office + CBR / Field	Qualification : Minimum Graduation Skills required : Minimum 1 year diploma in Cutting & Tailoring from a Govt. recognized institution Desirable : Minimum one year experience in the same field

12	Beauty Culture Trainer for Head Office + CBR / Field	Qualification : 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	Computer Trainer for Head Office + CBR / Field	Qualification : Minimum Graduation Skills required : Minimum 1 year diploma in Computer from a Govt. recognized institution Desirable : 1 year IT Field or Teaching Experience
14	Driver cum Caretaker for Head Office + CBR	Qualification : 10+2 / Graduation Experience: 1 year experience
15	Driver for Head Office + CBR	Qualification : 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 : Minimum Graduation Experience : Fresher / Experienced Preference : Fluency in English writing and Proficiency in Computer operating
19	Administrator for Head Office + CBR	Qualification : Graduation / Diploma in business administrator or relevant field Experience: 1 year experience in administrative service or related field Skills : Knowledge of working on computers
<ul style="list-style-type: none"> • 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. 		

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