



# इलाहाबाद विश्वविद्यालय

प्रयागराज – 211002, उ०प्र० (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj – 211002, U. P. (INDIA)

No.: 05/R/731/2021

Date: 16/09/2021

University of Allahabad is holding a Walk-in-Interview on 30/09/2021 at 10:00 AM for engagement of a person purely on contractual basis to act as **Coordinator - CSR & Human Resources**.

The essential, desirable qualifications, job responsibilities, remuneration and tenure for the above post, is as under:

Post: Coordinator - CSR & Human Resources	
<b>Essential</b>	Master of Business Administration in Corporate Social Responsibility or Human Resource Management with at least 55% of the marks, along with consistent good academic record.
<b>Desirable</b>	Preference will be given to those who have excellent written and verbal communication skills with relevant professional experience in the field of CSR, office management, placement activities, etc.
<b>Job Responsibility</b>	The selected candidate will be responsible for <ol style="list-style-type: none"><li>1. Acting as the focal point for the University's CSR initiatives and building relationships with key stakeholders.</li><li>2. Developing and executing CSR programs as well as driving budget &amp; monitoring spend to deliver results in line with planned objectives.</li><li>3. Over all responsibility/ supervision &amp; monitoring of the office.</li><li>4. Coordinate and assist in the University placement activities.</li><li>5. Any other task(s) as may be assigned by the Hon'ble Vice Chancellor from time to time.</li></ol>
<b>Remuneration</b>	Fixed monthly remuneration of Rs 50,000/- (Rupees Fifty Thousand only).
<b>Tenure</b>	The period of engagement is of six months and may be extended further on satisfactory performance.

Eligible and desirous candidates may come with all original documents (also with a set of photocopies), updated resume and two passport size photographs on 30/09/2021 at 10:00 AM in the office of Registrar, University of Allahabad.

NK  
16/9/2021  
Registrar