

Mobilization Executive

Required Qualification & Experience:

- Graduation in any stream with computer knowledge is required.
- Strong communication in Odia, Hindi, English.
- Minimum 2 to 3 years of experience in mobilisation is mandatory.
- Must have a two wheeler with a valid driving licence.

Job Description:

- To source students from the market through different channels for training program run by DDU-GKY.
- Mobilizing and counselling the students for various Govt. skill development programs.
- Collecting and Maintaining the database of the students
- Frequent follow-up with students and parents.
- Arranging cum counselling camps of village/ GP/Block level.
- Check the eligibility of candidates as per policy of DDU-GKY.
- Follow the complete process of collecting the Documents, checking for edibility as per DDU-GKY Policy & submitting the same at training center.
- He/ She should ensure that mobilized students attend the training program as per the date communicated by DDU-GKY
- Ensure that participants are regular in course and in discipline, In case of drop out need to follow with candidate for the same.
- Ready to move anywhere as per the job requirement.