



Effective Management Consultants

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Job Description

(Note: To be filled in, if you do not have the Job Description prepared for the position.)

Name of the Organization:

(with address)

Date of preparation :

Position / Designation :

Department / Section :

Job location :

Educational Qualification: Under graduation :

Graduation :

Post Graduation :

Special Skills :

Experience (in years) :

Job Responsibilities : 1)

2)

3)

Approx Salary per annum: Min.

Max.

Signature