

**Surat Parsi Panchayat is seeking highly motivated and talented individuals to join our team for following full time posts as :**

<b>1</b>	<b>Chief Executive Officer (Admin)</b>	<p><b><u>Eligibility :-</u></b></p> <ul style="list-style-type: none"> <li>• Graduate with relevant 10+ years administrative experience preferably with a Trust or a Government body.</li> <li>• Computer Literate</li> <li>• Knowledge of Accounts.</li> <li>• Expertise in communicating and working with all stake holders of the Trust.</li> <li>• Familiarity with Trust bylaws</li> <li>• Energetic, self-motivated with excellent communication skills</li> <li>• Possess interpersonal skills and ability to work effectively in a team.</li> </ul>
<b>2</b>	<b>Account Officer</b>	<p><b><u>Eligibility :-</u></b></p> <ul style="list-style-type: none"> <li>• Graduate with relevant 5+ years relevant experience.</li> <li>• Computer Literate</li> <li>• Knowledge of Accounts.</li> </ul>
<b>3</b>	<b>Female Superintendent (Girls Orphanage)</b>	<p><b><u>Eligibility :-</u></b></p> <ul style="list-style-type: none"> <li>• Graduate with 2+ years of relevant experience. 24 hours duty. Single accommodation with all meals will be provided.</li> </ul>
<b>4</b>	<b>Male Superintendent (Boys Orphanage)</b>	<p><b><u>Eligibility :-</u></b></p> <ul style="list-style-type: none"> <li>• Graduate with 2+ years of relevant experience. 24 hours duty. Single accommodation with all meals will be provided.</li> </ul>

<b>5</b>	<b>Senior Superintendent (for Aged Home)</b>	<b><u>Eligibility :-</u></b> <ul style="list-style-type: none"> <li>• A service minded and competent person with administrative ability is required to take care of the inmates of the Home and to look after the administrative work.</li> <li>• 5+ years of relevant experience.</li> <li>• 24 hours duty. Accommodation with all meals will be provided.</li> </ul>
<b>6</b>	<b>Legal Counsel:</b>	<b><u>Eligibility :-</u></b> <ul style="list-style-type: none"> <li>• Law graduate with 5+ years of experience in handling legal cases of a Firm/Trust, Expertise in handling cases related to land disputes and thorough with Trust bylaws.</li> </ul>
<b>7</b>	<b>Steno Typist (English):</b>	<b><u>Eligibility :-</u></b> <ul style="list-style-type: none"> <li>• Graduate (Medium of Instruction: English) with 2+ years of experience as Steno Typist, Competency in Computer with typing speed in English should be above 40 words per minute.</li> </ul>

- ❖ Pay as per qualification and experience.
- ❖ For CEO position, furnished accommodation and meals will be provided by the Trust.
- ❖ Private Practice is not allowed.
- ❖ Applicants may send their detailed resume by Regd. A.D. post, with copies of experience certificates addressed to: "The Board of Trustees, Surat Parsi Panchayat, Dr, Jamshedji Laskari Road, Shahpore, Surat: 395003 within 15 days (on or before ..... / ..... / 2023 with a recent passport size photo. The Trust retains the right/authority to accept/reject any or all applications without assigning any reason whatsoever. For any queries', contact the office of S.P.P. between 11.30 a.m. to 5 p.m. (Tel. No. 0261-2423221).

PRESIDENT/TRUSTEE  
SURAT PARSI PANCHAYAT BOARD