



Recruitment for the Post of Executive Trainee(HRM)

About the Organisation:

Seven Sisters Development Assistance (**SeSTA**) (www.sesta.org) is a professionally managed not-for-profit organization initiated by a group of young professionals engaged in different parts of North-East India. It was registered in the year 2011 with the idea of enhancing the capabilities of vulnerable communities by creating a just and equitable society devoid of poverty and identity-related crises, and by promoting and strengthening institutions in the North-Eastern region of India. SeSTA currently has 170+ professionals working in 44 Development Blocks of Assam, Tripura, and Meghalaya.

Name of the Post: Executive Trainee (Human Resource Management)

Place of Posting: Guwahati, Assam

Roles and Responsibilities:

- Training and Development
- Performance Appraisal Management
- Employee Relations
- Legal Compliance
- Documentation
- Human Resource Software Management
- Regular Field Visit

Qualities we are looking for:

- Excellent communication and interpersonal skills
- Ability for critical thinking and creativity around Human Resource Management
- Having a systematic and logical approach to problem-solving
- Good knowledge of different policies

Eligibility:

Education: MBA-HR or MSW-HR with 50 % marks (45% for SC/ST and OBC) in the last qualifying exam. Women candidates are encouraged to apply.

Age Limit: The age limit for applying is 27 years.

Stipend/Pay: Rs 20,000/- per month.

Selection Criteria:

- Written Test
- Group Discussion
- Personal Interview
- Rural Stay Test (RST)

Last Date for Application: 17th July 2024

Date of Selection: Will be intimated to the shortlisted candidates by phone or mail.

For Application: Send your CV to recruitment@sesta.org mentioning the subject line as “**Application for the Post of Executive Trainee (HRM)**”

WE ARE

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Building and sustaining High-Trust, High-Performance Culture™

