

**Job Vacancy**  
**Notice Date: 26.06.2025**

SL No	Name of Post / Position	No of Vacancy	Job Location	Employment Type	Age Limit	Gender Restriction	Required Qualifications & Skills	Job Responsibilities	Experience:	Remuneration / Salary / Incentive
1	Front Office Assistant	01	Haldia	Full Time	20-25	F	1. Minimum <b>Graduate</b> qualification. 2. Proficiency in <b>MS Office (Word, Excel, PowerPoint)</b> . 3. Good communication skills in <b>Bengali, Hindi</b> and <b>English</b> . 4. Ability to work independently and handle multiple tasks.	i) Handle day-to-day office administrative tasks. ii) Maintain files, documents, and records in proper order. iii) Assist in data entry and preparation of reports. iv) Manage incoming and outgoing correspondence. v) Provide support for meetings, workshops, and events. vi) Coordinate with internal departments for operational needs.	0-5 Years	Salary will be commensurate with qualifications and experience, as per organizational norms. Incentive will be commensurate with target as per organizational norms.
2	Senior Office Assistant / Office Executive	10	Haldia / Kakdwip	Full Time	20-25	M / F				
3	BM	05	Haldia / Kakdwip	Full Time	25-35	M / F	1. Minimum <b>Graduate</b> qualification. 2. Proficiency in <b>MS Office (Word, Excel, PowerPoint)</b> . 3. Good communication skills in <b>Bengali, Hindi</b> and <b>English</b> 4. Ability to work independently and handle multiple tasks.	1. Client Sourcing & Community Engagement 2. Field Verification 3. Loan Processing Support 4. Credit Assessment Support 5. Loan Recovery & Collection Portfolio Monitoring. 6. Customer Service & Relationship Management. 7. Negotiation & Settlement 8. NPA Reduction & Risk Evaluation 9. Market Intelligence Awareness & Financial Literacy 10. Reporting & Compliance	5 years as a LO or 3 Years as a Asst BM any Financial Organization	
4	RM	02	Haldia / Kakdwip	Full Time	30-40	M / F		5 Years as a BM any Financial Organization		
5	Fund Raising & Programe Officer	01	Haldia	Full Time	20-25	F	1. Minimum <b>Graduate</b> in Sociology or BSW 2. Proficiency in <b>MS Office (Word, Excel, PowerPoint)</b> . 3. Good communication skills in <b>Bengali, Hindi</b> and <b>English</b> 4. Ability to work independently and handle multiple tasks.	Detailed job responsibilities, performance expectations, and role-specific targets will be discussed with shortlisted candidates during the final round of interviews.	0-5 Years	
6	HR Manager	01	Haldia	Full Time	20-25	F	1. Minimum <b>Graduate</b> in BBA with specialization as per post. 2. Proficiency in <b>MS Office (Word, Excel, PowerPoint)</b> . 3. Good communication skills in <b>Bengali, Hindi</b> and <b>English</b> . 4. Ability to work independently and handle multiple tasks		0-5 Years	
7	Finance Manager	01	Haldia	Full Time	20-25	M/F			0-5 Years	
8	Operation Manager	01	Haldia	Full Time	20-25	M/F			0-5 Years	
9	Marketing & Sales Manager	01	Haldia	Full Time	20-25	M/F			0-5 Years	
10	Secretary (PA)	01	Haldia	Full Time	20-25	F			0-5 Years	

DiSHAN invite applications from eligible and motivated candidates for various positions. Recruitment will be **strictly based on available vacancies**, and the **application process will remain open until all positions are filled**.

**Important Notes:** Only shortlisted candidates will be contacted for the selection process, Recruitment will be on merit and in accordance with organizational requirements, The organization reserves the right to cancel or modify the recruitment process at any stage without prior notice.

**How to Apply:** Interested candidates may submit their updated resume and application to the HR Department, DiSHAN Office, within the stipulated time frame. **Issued by:** HR Department, DiSHAN

## Probation Period – Terms & Conditions

### 1. Duration of Probation

Candidate will be on probation for a period of **12 months** commencing from your date of joining, unless extended as provided herein.

### 2. Purpose of Probation

The probation period is intended to assess your performance, conduct, adaptability, and overall suitability for the position for which you have been appointed.

### 3. Confirmation of Service

Upon satisfactory completion of the probation period, as determined solely by the Organization, you will be confirmed in writing as a permanent employee. Confirmation shall not be automatic and will depend upon:

- Meeting performance and target benchmarks set by the Organization
- Adherence to the Organization's Code of Conduct and compliance requirements
- Demonstration of professional behaviour and integrity

### 4. Extension of Probation

If your performance or conduct is found to be unsatisfactory during the probation period, the Organization reserves the right to extend the probation period by a further duration not exceeding **[six months]**, at its sole discretion. You will be notified in writing of such an extension.

### 5. Termination During Probation

- The Organization reserves the right to terminate your services during the probation period (or any extended period) by giving **7 days** written notice or salary in lieu thereof.
- You may resign during the probation period by giving **30 days** written notice or payment in lieu thereof, as specified in your appointment letter.

### 6. Salary & Benefits During Probation

You will be entitled to the salary and allowances stated in your appointment letter. Certain benefits such as PF, Pension, Medical, earned leave encashment, gratuity, and long-term incentives may apply only after confirmation.

### 7. Leave Entitlement During Probation

During the probation period, you will be entitled to **[Casual Leave / Sick Leave]** as per the Organization's Leave Policy. Earned leave and other long-term leave benefits shall accrue only upon confirmation.

### 8. Performance Monitoring

Your performance will be periodically reviewed through:

- On-the-job evaluations
- Compliance checks and audits
- Training completion and assessment reports

### 9. Conduct and Compliance

During probation, you are expected to:

- Maintain strict confidentiality of all Organization's and customer information
- Adhere to all policies, procedures, and regulatory requirements
- Demonstrate professionalism, integrity, and customer service excellence

### 10. Conclusion of Probation

At the conclusion of the probation period, the Organization shall decide whether to:

- Confirm your appointment
- Extend your probation
- Terminate your services