

JAN VIKAS SAMITI

Vill. & Post – Murdaha, Varanasi, Uttar Pradesh – 221202, India

JOB DESCRIPTION – HR OFFICER

Position	HR Officer
Organisation	Jan Vikas Samiti (JVS)
Location	Murdaha, Varanasi, Uttar Pradesh
Department	Human Resources / Administration
Reports to	Head – Operations
Employment type	Full-time
Remuneration	₹ 15,000 – ₹ 20,000 per month (commensurate with qualification & experience)
Employee benefits	EPF and ESI, as per applicable statutory norms

1. About the Organisation

Jan Vikas Samiti (JVS) is a Varanasi-based non-governmental, not-for-profit organisation working for the inclusion, empowerment and wellbeing of children, young persons, women and disadvantaged communities across its project locations. JVS implements development and rehabilitation programmes through a committed team of staff, consultants and community facilitators.

2. Position Summary

The HR Officer will be responsible for managing the day-to-day human resource functions of the organisation assisting in recruitment, onboarding, attendance and payroll inputs, statutory compliance (EPF, ESI, TDS), maintenance of personnel records, and implementation of HR policies. The role supports a healthy, compliant and people-centred work environment across all projects, and works closely with programme and finance teams. The HR Officer reports to the Head-Operations.

3. Key Roles & Responsibilities

Recruitment & Onboarding

- Assist to Coordinate the end-to-end recruitment cycle preparing job descriptions, posting vacancies, screening applications, scheduling interviews and supporting selection.
- Prepare and Issue offer and appointment letters, and complete documentation and induction/onboarding for new joiners.
- Maintain and regularly update accurate employee records, personnel files, contracts and the HR database.
- Prepare HR letters and documents- appointment, confirmation, increment, transfer, experience, relieving and no-dues letters.
- Maintain attendance and leave records and provide accurate monthly inputs to the finance team for payroll processing.
- Track probation, contract renewals, confirmations and separations, and issue timely reminders.
- Ensure timely compliance with EPF, ESI, Professional Tax and TDS on salaries, including registrations, monthly contributions, returns and record-keeping.
- Support compliance with applicable labour laws and internal policies, including the POSH Act, and coordinate the Internal Committee (IC) as required.

- Support implementation of HR policies, the employee handbook and the code of conduct, and help address employee queries and grievances.
- Assist in performance appraisal cycles, staff welfare initiatives and a positive, inclusive organisational culture.
- Coordinate staff training, capacity-building and safeguarding orientation sessions.
- Prepare periodic HR reports and MIS for management, and support audits and donor/statutory reporting.
- Undertake any other reasonable task assigned by the Head -Operations to support the organisation's objectives.

4. Qualifications & Experience

- **Education:** Bachelor's degree in any discipline; a Master's degree / diploma in HR, MSW (HR / Personnel Management)
- **Experience:** 1–3 years of relevant HR experience, preferably in the development / NGO sector. Freshers with strong HR knowledge may also be considered.
- **Knowledge:** Working knowledge of EPF, ESI, TDS and basic labour-law compliance.

5. Key Skills & Competencies

- Good written and verbal communication in Hindi and English.
- Proficiency in MS Office (Word, Excel) and familiarity with HR / payroll software.
- Strong organisational skills, attention to detail and confidentiality.
- Ability to work independently as well as within a team, and to manage multiple priorities.
- Commitment to the values, mission and safeguarding standards of the organisation.

6. Remuneration & Benefits

Salary: ₹ 18,000 – ₹ 20,000 per month, commensurate with qualification and experience.

Benefits: Coverage under Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) as per applicable statutory norms.

7. Reporting

The HR Officer will report directly to the Head -Operations, Jan Vikas Samiti.

8. How to Apply

Interested candidates may send their updated CV along with a brief cover letter to hr@janvikassamiti.org, fin@janvikassamiti.org on or before 30th July 2026. Only shortlisted candidates will be contacted for further selection.