**IN-SOLUTIONS GLOBAL LTD.**

**JOB DESCRIPTION FORMAT**

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| --- | --- |
| **Job Title** |  |
| **Function/Business Unit** |  |
| **Department** |  |
| **Position Reporting Designation** |  |
| **Position Level** |  |
| **Position Number () HR Reference Only** |  |
| **Position Level (Exe/Sr. Exe/Asst. Mngr. and so on)** |  |
| **JD (Month & Year)** |  |

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| **Position Over View –** |
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| **Job Responsibilities –** |
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| **Educational Qualification –** | |
| **Required –** | |
| **Preferred** – | |

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| **Required Technical Skills –** |
| **Required Personality & Communication Skills –** |

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| **Projects Handled** |  | | | |
| **Project Name** | | **Organization Name** | **Work Handled** | **Duration** |
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| **Number of Reportees –** | |
| **Direct –** | **Indirect –** |

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| **Numbers of Years of Experience Required –** |

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| **Financial Accountability (Yes/~~No~~) (State Reasons for Financial Accountability)** |
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