



Under Privileged Advancement by Youth

Registered under the Bombay Public Trusts Act, 1950 (Reg No: F-14212) & Societies

Registration Act, 1860 (Reg No: MAHARASHTRA/268/2011/BHANDARA)

NITI AYOJ Registration ID: MH/2011/0046244

Job Responsibilities:

- Share daily center updates on WhatsApp groups and update the same on the UPAY app.
- Prepare daily syllabus plans and share weekly syllabus updates.
- Compile the monthly center report and submit it to the Center Head, ZC, and Zonal Director.
- Communicate center requirements to the Center Head and update records upon receipt of materials.
- Maintain and update records of UPAY assets in the Stock Register.
- Carry out any additional tasks assigned by the Center Head or Zonal Director.
- Prepare, print, and coordinate monthly tests, parent meetings, and related activities.
- Prepare student test results, update them in Excel sheets and the UPAY app, and compile monthly student performance reports.
- Conduct home visits twice a week.
- Coordinate with the Center Head to plan and execute monthly activities as per the Activity Calendar.
- Attend monthly volunteer meetings and syllabus meetings.
- Maintain admission forms and ensure the distribution of ID cards at the center.
- Teach English, Mathematics, and Science for Classes 1–4. Higher classes will be included as per competency.
- Additional responsibilities (as per location) for full-time role.

Essential Qualifications:

PUC qualification

Availability for part-time work (2.5 per day, 6 days a week)

Availability for Full-time work (8-9 hours per day, 6 days a week)

Preferred Qualifications - D.Ed or B.Ed

Part-time - Salary: INR 4,000 – 8,000 per month

Full time – Salary :INR 10000 – 15000 per month