

Candidate Instructions: Applying for a Position at Utthan

Thank you for your interest in working with **Utthan**. We are committed to promoting gender justice, equity, and sustainability through grassroots leadership and community-led action. These instructions will guide you through the application process for open positions at Utthan.

Before You Apply

Review the Job Description:

Carefully read the job description for the position you are interested in. It will outline the qualifications, skills, and experience we are looking for.

Prepare Your Application Materials:

- **Resume:** Submit a current, well-formatted resume highlighting your relevant experience and skills.
- **Cover Letter (Optional):** While not mandatory, a cover letter allows you to express your interest and demonstrate how your background aligns with the role.
- **Additional Materials (if requested):** Some roles may require documents such as writing samples, references, or certificates. Please include all required materials to ensure a complete application.

How to Apply

- **Online Application:**
Most positions can be applied for directly through our website. Visit the specific job posting and follow the instructions provided to submit your application.
- **Email Application (if specified):**
If a job posting requests applications via email, please send your materials to:
 hr@utthangujarat.org or contact@utthangujarat.org

Selection Process

- Applications are reviewed based on the criteria outlined in the job description.
- Shortlisted candidates will be contacted for an interview, which may be conducted in person, over the phone, or via video conferencing.
- References may be contacted as part of the selection process.

We welcome applications from all qualified candidates who are passionate about advancing inclusive and sustainable development.

Need Help?

For any questions related to the application process, feel free to contact us:

 **hr@utthangujarat.org / contact@utthangujarat.org**

 **+91 81600 96229**

 **36, Chitrakut Twins, B/h Management Enclave, Nehru Park, Vastrapur, Ahmedabad, Gujarat 380015**

Learn more about our work at : www.utthangujarat.org