# Job Description Template – India

This Job Description (JD) template is designed for Indian businesses, HR professionals, and recruiters. It ensures consistency and clarity across hiring processes, and includes standard sections relevant for compliance and efficiency.

## Job Title

e.g., HR Executive

## Department

e.g., Human Resources

## Reporting To

e.g., HR Manager

## Location

e.g., Bengaluru, Karnataka (Work from Office / Hybrid / Remote)

## Role Summary

Brief overview of the role's purpose and its contribution to the company. e.g., Responsible for handling end-to-end recruitment, onboarding, and employee engagement activities.

## Key Responsibilities

- Conduct end-to-end recruitment  
- Handle employee onboarding and induction  
- Maintain HR records and documentation  
- Coordinate employee engagement initiatives  
- Support statutory compliance and audits

## Required Qualifications

- Bachelor’s degree in HR or related field  
- 2–4 years of experience in HR operations

## Skills & Competencies

- Excellent communication and interpersonal skills  
- Proficiency in MS Office and HRMS tools  
- Knowledge of Indian labor laws

## Employment Type

Full-Time / Part-Time / Contract / Internship

## Salary Range (CTC)

e.g., ₹4,00,000 – ₹5,50,000 per annum

## Working Hours

e.g., Monday to Friday, 9:30 AM – 6:30 PM

## Probation Period

e.g., 3 months from the date of joining

## Additional Notes

- Must be aware of POSH policies  
- May require occasional travel to other office locations