

Classified Advertisements: Key Points

Categories and Essential Information

Situation Vacant (Job Vacancy)

- **Job Title:** Position name (e.g., Accountant, Sales Manager)
- **Company Name:** Organization offering the job
- **Qualifications/Experience:** Required educational qualifications, years of experience, and special skills
- **Job Location:** Location of the job (e.g., New Delhi)
- **Salary/Benefits:** Salary range or additional benefits (optional but recommended)
- **Contact Information:** Phone number, email, or address for applications
- **Application Deadline:** Last date to apply, if applicable
- **Working Hours:** Part-time, full-time, or shifts (if relevant)

Lost Property Advertisement

- **Item Description:** Clearly describe the lost item (e.g., black leather wallet, golden Labrador dog)
- **Unique Identifiers:** Mention any unique details (color, brand, ID number)
- **Location and Date:** Where and when the item was lost
- **Reward:** Specify if a reward is offered for returning the item
- **Contact Information:** Phone number or email for the person to contact

Found Property Advertisement

- **Item Description:** Brief description of the found item (e.g., keys with red keychain)
- **Location and Date:** Where and when the item was found
- **Contact Information:** Number or email for returning the item to the owner
- **Claim Verification:** Note if the owner will need to verify their identity or ownership

Property to Sell

- **Property Type:** Specify the property type (e.g., 2BHK Apartment, Commercial Plot)
- **Location:** Complete address or general area (e.g., Sector 10,

Dwarka, New Delhi)

- **Size/Area:** Plot size, square footage, or dimensions
- **Price:** Asking price or 'Price negotiable' if applicable
- **Amenities:** List any special features (e.g., parking, gym, furnished)
- **Legal Status:** Mention if clear title and documentation are available
- **Contact Information:** Phone number, email, or broker contact

Property to Buy

- **Property Type:** Required type of property (e.g., 3BHK flat, commercial space)
- **Location Preference:** Areas where the buyer is looking (e.g., Central Bangalore)
- **Budget:** Budget range, if applicable
- **Size/Specifications:** Required area or number of rooms
- **Contact Information:** Phone number, email, or agent's details

Educational Advertisements

- **Course/Program Name:** Name of the course or educational program (e.g., MBA, Digital Marketing)
- **Institute Name:** Name of the institution offering the course
- **Eligibility:** Required qualifications to enroll in the course
- **Duration and Fees:** Course duration and fee structure
- **Location/Mode:** Whether the course is online or offline, and where it's held
- **Contact Information:** Phone number, email, or website for inquiries
- **Special Offers/Scholarships:** If any scholarships or discounts are available

Tour and Travels

- **Destination(s):** Name of the places included in the package
- **Package Details:** Duration, accommodation type, transport mode, and major highlights
- **Inclusions:** What the package covers (meals, sightseeing, guide)
- **Price:** Total cost and mention if it is per person or for a group
- **Discounts/Offers:** If any special offers or discounts are available
- **Contact Information:** Phone number, email, or website for booking and inquiries
- **Departure Dates:** Mention specific dates or frequency of tours if applicable