

**Organisation Details**

Type: State Government  
 Ministry: -  
 Department: Woman Welfare Department Uttar Pradesh  
 Organisation Name: Directorate of Bal Vikas & Pushtahar  
 Office Zone: Lucknow

**Buyer Details**

Designation: Junior Assistant Jaunpur  
 Contact No.: -  
 Email ID: harsh.01827@gov.in  
 GSTIN: -  
 Address: Vikas Bhawan, Jaunpur,  
 JAUNPUR, UTTAR PRADESH-222001, India

**Financial Approval Detail**

IFD Concurrence: No  
 Designation of Administrative Approval: dpo  
 Designation of Financial Approval: dpo

**Paying Authority Details**

Payment Mode: Offline  
 Designation: District Programme Officer Jaunpur  
 Email ID: dpoju-up@nic.in  
 GSTIN: -  
 Address: Vikas Bhawan, Jaunpur,  
 Jaunpur, UTTAR PRADESH-222001, India

**Consignee Details**

| S.No | Consignee Name & Address                                                                                              | Service Description                    |
|------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 1    | Contact: -<br>Email ID: harsh.01827@gov.in<br>Address: Vikas Bhawan, Jaunpur,<br>JAUNPUR, UTTAR PRADESH-222001, India | Technical Manpower Outsourcing Service |
|      |                                                                                                                       | Technical Manpower Outsourcing Service |
|      |                                                                                                                       | Technical Manpower Outsourcing Service |
|      |                                                                                                                       | Technical Manpower Outsourcing Service |

**Service Provider Details**

GeM Seller ID: 397C180000351175  
 Company Name: Data Live Computer Technology  
 Contact No.: 09415338949  
 Email ID: datalive.sw@gmail.com  
 Address: 17/24,KASTURBA GANDHI MARG,KATRA,  
 PRAYAGRAJ, UTTAR PRADESH-211002, -  
 MSME verified: Yes  
 MSE Social Category: General  
 MSE Gender: Male  
 GSTIN: 09BFCPS8420Q1ZP

\*GST / Tax invoice to be raised in the name of - Consignee

**Service Details**
**Contract Start Date :** 01-Apr-2021

**Contract End Date :** 30-Jun-2021

| Service                                                                                                | Quantity<br>(Number<br>of<br>People) | Unit Price<br>Other Charges<br>Including<br>Allowances over<br>and above<br>Remuneration (%<br>Per Month) | Total Amount (Formula)<br>(((Monthly Remuneration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST)+((Monthly<br>Remuneration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST)*(0.18))+((Monthly<br>Remuneration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST*Other Charges<br>Including Allowances over and above Remuneration (% Per Month)/100))*(Contract<br>Period/30)*Number of People) |
|--------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Technical<br/>Manpower<br/>Outsourcing<br/>Service</b><br>Billing Cycle : 30 day<br>Category Name : |                                      |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Technical Manpower  
Outsourcing Service  
**Experience (in Years) :**  
3-7  
**district :** NA  
**Category of Service :**  
District Project  
Coordinator (S. L. W. M.)  
**Qualification :** Diploma,

1

5.000

110,700

| Graduate<br>zipcode : NA                                                                                                                                                                                                                                                                            |                             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Buyer Parameter &amp; Add-ons :</u><br>Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST : 30000                                                                                                                                                                  |                             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Service                                                                                                                                                                                                                                                                                             | Quantity (Number of People) | Unit Price<br>Other Charges Including Allowances over and above Renumeration (% Per Month) | Total Amount (Formula)<br>(((Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST)+((Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST)*(0.18)))+(Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST*Other Charges Including Allowances over and above Renumeration (% Per Month)/100))*(Contract Period/30)*Number of People) |
| <u>Technical Manpower Outsourcing Service</u><br>Billing Cycle : 30 day<br>Category Name :<br>Technical Manpower Outsourcing Service<br>Qualification : Diploma, Graduate<br>Category of Service :<br>DISTRICT PROJECT ASSOCIATE<br>district : NA<br>Experience (in Years) :<br>0-3<br>zipcode : NA | 1                           | 5.000                                                                                      | 66,420                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <u>Buyer Parameter &amp; Add-ons :</u><br>Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST : 18000                                                                                                                                                                  |                             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Service                                                                                                                                                                                                                                                                                             | Quantity (Number of People) | Unit Price<br>Other Charges Including Allowances over and above Renumeration (% Per Month) | Total Amount (Formula)<br>(((Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST)+((Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST)*(0.18)))+(Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST*Other Charges Including Allowances over and above Renumeration (% Per Month)/100))*(Contract Period/30)*Number of People) |
| <u>Technical Manpower Outsourcing Service</u><br>Billing Cycle : 30 day<br>Category Name :<br>Technical Manpower Outsourcing Service<br>Qualification : Diploma, Graduate<br>Category of Service :<br>Block Project Coordinator<br>district : NA<br>Experience (in Years) :<br>3-7<br>zipcode : NA  |                             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>Buyer Parameter &amp; Add-ons :</u><br>Monthly Renumeration                                                                                                                                                                                                                                      |                             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                         |

(Including  
ESI,PF,ELDI,Admin

22

5.000

1,623,600

|                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Charge) (INR) exclusive of GST : 20000                                                                                                                                                                                                                                                                                                                                                                                      |                             |                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Service                                                                                                                                                                                                                                                                                                                                                                                                                     | Quantity (Number of People) | Unit Price<br>Other Charges Including Allowances over and above Renumeration (% Per Month) | Total Amount (Formula)<br>(((Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST)+(Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST)*(0.18))+(Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST*Other Charges Including Allowances over and above Renumeration (% Per Month)/100))*(Contract Period/30)*Number of People) |
| <b>Technical Manpower Outsourcing Service</b><br>Billing Cycle : 30 day<br>Category Name :<br>Technical Manpower Outsourcing Service<br>Category of Service :<br>BLOCK PROJECT ASSOCIATE<br>Qualification : Diploma, Graduate<br>zipcode : NA<br>district : NA<br>Experience (in Years) :<br>0-3<br>Buyer Parameter & Add-ons :<br>Monthly Renumeration (Including ESI,PF,ELDI,Admin Charge) (INR) exclusive of GST : 15000 | 22                          | 5.000                                                                                      | 1,217,700                                                                                                                                                                                                                                                                                                                                                                                                             |
| Total Amount Including All Duties and Taxes in INR                                                                                                                                                                                                                                                                                                                                                                          |                             |                                                                                            | 3,018,420                                                                                                                                                                                                                                                                                                                                                                                                             |

SLA Details - Technical Manpower Outsourcing Service

<h1 style="font-size: 36px; direction: ltr; color: inherit;">1.Introduction</h1> <p style="font-size: 14px; direction: ltr;">Technical Service (TS) as a service on the Government e-Marketplace (GeM) website would help provide the Buyers with support services to assist in their day-to-day operations by empaneling vendors with manpower adept in the field of Technical Service. The service is geared to feature a full array of qualified professionals with different areas of expertise.<br />Technical Manpower Outsourcing Service (TS) are manpower <span style="font-size: 14px; float: none;">with expertise in the fields of IT and operation, maintenance of equipment and machines, inspection, testing and quality control with assurance.</span><br />However, the list of available expertise can be modified as per the requirements of the Buyer.<br />The key features of the proposed service shall be as follows:</p> <ul style="font-size: 14px; direction: ltr;"> <li style="font-size: 14px; direction: ltr;">Availability of manpower on monthly, quarterly and yearly basis.</li> <li style="font-size: 14px; direction: ltr;">The manpower shall be available as per Buyer's requirement.</li> <li style="font-size: 14px; direction: ltr;">The manpower shall be segregated in different levels based on their experience.</li> </ul> <h1 style="font-size: 36px; direction: ltr; color: inherit;">2.Scope of Work</h1> <p style="font-size: 14px; direction: ltr;">A Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/ department in a manner desired by the Buyer. The services shall be rendered on a monthly, quarterly and yearly basis, as per the requirements of the Buyer.The services would be required for all the states. Manpower would be required to provide their services in the following fields:</p> <h1 style="font-size: 36px; direction: ltr; color: inherit;">3.Job responsibilities</h1> <p style="font-size: 14px; direction: ltr;"></p> <p style="font-size: 14px; direction: ltr;"></p> <table style="height: 9223px; width: 680px;" cellpadding="0" cellspacing="0"> <tbody> <tr style="height: 15px;"> <td style="width: 192px; height: 15px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Category</span></p> </td> <td style="width: 488px; height: 15px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Scope of Work</span></p> </td> </tr> <tr style="height: 240px;"> <td style="width: 192px; height: 240px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Office Assistant (IT) / IT Assistant</span></p> </td> <td style="width: 488px; height: 240px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Create and manages documentation in electronic and hard copy formats.</span></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Assist with program planning and development.</span></p> <p style="color: #000000;"></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Indicate rule position and provide advanced office support, plan and organise administrative operations.</span></p> <p style="color: #000000;"></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Prepare required reports, arrange travel for staff, assemble material for meetings and order supplies.</span></p> <p style="color: #000000;"></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Develop spreadsheets and reports to track budgets, expenditures.</span></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Provide formatting and editing for reports, proposals and presentations.</span></p> <p style="color: #000000;"></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Maintain departmental calendar and schedule meetings.</span></p> <p style="color: #000000;"></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Do all IT related work as assigned by Buyer Department</span></p> </td> </tr> <tr style="height: 175px;"> <td style="width: 192px; height: 175px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Assistant Engineer</span></p> </td> <td style="width: 488px; height: 175px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Assistance in operating various CAD/CAM/CAE packages.</span></p> <p style="color: #000000;"></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Assistance in Preparing 3D Model on the available software packages.</span></p> <p style="color: #000000;"></p> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;"></span></p></tbody></table>

Times New Roman; font-size: large;">Assistance in Preparing Detailed 2D Manufacturing Drawing.

Assistance in Generating Quality Assurance Plan.

Assistance in Production Planning and Control related activities.

Assistance in Operating 3D Coordinate Measuring machine and other sophisticated metrology machines/ equipments.

Operator

Assistance in Preparing Trial Stores.

Assistance in operating machines/ machine tools (Conventional/ CNC) such as Lathe, Milling, Grinding, Welding, Drilling, Forming Press, non-conventional machines, Special purpose machine etc.

Assistance in operating material handling equipments

Assistance in Carpentry & painting, Heat treatment, Surface protection, material cutting etc.

Assistance in Electrical/ Electronic/ Mechanical Machine tool maintenance - preventive & breakdown.

Assistance in Metrology & Inspection related work.

Assistance in Complex Assembly of stores.

Assistance in testing of trial stores.

Non Explosive Handling Helper

Assistance in Preparing Trial Site preparation.

Assistance in simple assembly of hardware/ stores.

Assistance in Inspection by General Engineering Methods.

Shifting and lifting of non explosive stores.

Attend the testing and report abnormality and stop the process.

Maintenance of store on day to day basis to prevent natural spoilage/corrosion.

Removal of day to day scrap generate in the workshop.

Carrying out daily cleaning and maintenance of machines and periodic cleaning and refilling of coolant tanks.

Application of anti-rusting agents on jobs, machine tools and accessories.

DTP (Desktop Publishing) Operator

Composing of data in English and Hindi Typing on computer.

Produce layout for each page of the publication using DTP software such as MS Office, PageMaker, etc.

Scanning and editing photographs and other images on requisite printing DTP software.

Transformation of text/data from MS Office to other printing software.

Selecting, formatting and editing in required style, size, column width, spacing etc as per printing job.

Making sure that each page and the document as a whole, is uncluttered and well balanced.

Taking regular back up of data/files on computer.

Junior Auditor

To verify that the rules are strictly observed by the concerned institution.

To ensure that all the records viz. the register, accounts files etc required for audit are produced in audit.

To check that rates etc. charges for are arithmetical correct and are in accordance with the standard schedule of rates.

To see that the charges in the bills are not extravagant.

To check stock entries in the stock registers.

To check & verify whether the sanction has been accorded by the competent authority.

To check & verify whether the budget head from which sanction accorded is a fit charge to that budget head.

To check & verify whether the budget provision is available for making the payment of the bills.

To check & verify whether the income has been realised as per rules/orders on the subject.

To check & verify whether the amount realised towards income has been accounted for in the cash book/deposited in the bank & verify the same with the bank pass book/statement.

Any other work related with Auditing assigned by superiors.

AFES Consultant

Sample Designing, Designing of Questionnaires, Instruction Manual, Processing of Data, Generation of Tables, Drafting Report, Liaising with State Labour Departments, State DES, Supervision of field work, scrutiny of filled-in schedules, holding review meetings etc.

AFES Supervisor

Supervision of Investigators in the data collection work;

Scrutiny of filled-in schedules;

Data entry and data validation work;

Other works as assigned by Officers

AFES Assistant/UDC

Handling different administrative matters related to contractual staff;

Printing, stapling, dispatch of schedules;

Organising materials for conducting trainings/ meetings

font-family: Times New Roman; font-size: large;">AFES Investigator

Data collection work from Urban & Rural areas;

Other works as assigned by Officers

CPI IW Investigator Grade - I

Scrutiny of RHRS Data;

Fair Price/Off Take, Weekly, Monthly, Clothing and Tea Garden Depot data and their calculation and uses in indices of Centre and All India;

Preparation of Technical Notes for meeting of Standard Tripartite Committee, TAC on SPCL and Apex Level Meetings of Tripartite Committees;

Supervision the work of Price Audit and RHRS Data Collection in the field

CPI IW Investigator Grade - II

Posting and Scrutiny of RHRS Data;

Fair Price/Off Take, Weekly, Monthly, Clothing and Tea Garden Depot data and their calculation and uses in indices of Centre and All India;

Field work of Price Audit and RHRS Data Collection

Manager- IT

The role will look after the IT application which currently running in the dept

Manager

This role will assist the Manager IT in monitoring of the application

Assistant Manager

This role will assist the Manager IT in monitoring of the application

Assistant Manager- IT/MIS

This role will assist the Manager IT in monitoring of the application

Accountant

The role will be responsible for managing the account work for the project

Career Counsellor/ MIS Manager

This role will be responsible for field monitoring and report preparation for the project implementaion

Tally Accountant

The role will assist the Accountatnt in managing the account work for the project

Computer Programmer

To manage board website & all work related to software

Call Centre Operator

To manage board toll free helpline & receive calls, keeping record of calls

Attending the calls and providing the necessary information to the concerned. Solving the problem

citizens. Coordinating with districts over the Implementation

the Project/ Schemes. Obtaining the due reports.

Assistant Accountant

To maintain account and schemes files and all other works

Clerk cum Computer Operator

Data entry related all work and computer typing

Assistant Teacher (Social Science)

To teach all the students upto class X the prescribed text books of SST to make them aware of India's glorious past, its rich varied cultural heritage and geographical divisions and locations and constitution of the country.

Assistant Teacher (Maths)

To teach all the students upto class X the prescribed text books of Mathematics a nd teach the fundamentals and Mathematical aptitude for the subject and hone problem solving ability.

Assistant Teacher (Sanskrit)

To teach all the students upto class X the prescribed text books of Sanskrit so that they can be well versed with the language and be familiar with Indian Epics

Assistant Teacher (Computer)

To teach all the students upto class X the prescribed text books of Computer and enable them to understand the basic concepts of computer so that they can keep pace with fast moving technology and inhance their technical skills

Assistant Teacher (Nursery or KG)

To provide a safe and stimulating environment that facilitates learning, organising, and supervising play and work activities example reading, dancing, writing, music and playing

Assistant Teacher (Science)

To teach all the students upto class X the prescribed text books of

Assistant Teacher (Home Science)

To teach all the students upto class X the prescribed text books of Home Science to develop culinary skills and learn various life skills

District Project Coordinator (Monitoring &

Evaluation /M.I.S.)</span></td> <td style="width: 488px; height: 623px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">1. To prepare Annual Workplan under Swachha Bharat Mission (Gramin)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">2. To do timely appraisal of the work-progress by organizing a meeting with "Khand Prerak"</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">3. To assist Gram Panchayat for preparation and implementation of work-plan for Open Defecation</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">4. To execute each and every activities for effective implementation of Swaccha Bharat Mission (Gramin)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">5. To preserve the collected lists & information relating to toilets being constructed / other sanitation works </span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">6. To execute the entire work relating to Management Information System (M.I.S.) under Swaccha Bharat </span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">7. To ensure the compliance with the instructions given by Management </span></p> </td> </tr> <tr style="height: 331px;"> <td style="width: 192px; height: 331px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">District Project Coordinator </span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">(I.E.C./H.R.D./Capability Developement)</span></td> <td style="width: 488px; height: 331px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">1. To execute the work-plan prepared for publicity under Swaccha Bharat Mission (Gramin)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">2. To organize the workshop for capability development of Swacchagrahis, Swacchatadoots, Khand Prerak, other concerned staff</span></p> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">3. To execute the work-plan prepared for publicity under Swaccha Bharat Mission (Gramin)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">4. To ensure the compliance with the instructions given by Management </span></p> </td> </tr> <tr style="height: 521px;"> <td style="width: 192px; height: 521px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">District Project Coordinator</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">(S. L. W. M.)</span></td> <td style="width: 488px; height: 521px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">1. To provide technical assistance for maintaining the quality of sanitation work being carried-out at Gram Panchayat under Swaccha Bharat Mission (Gramin)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">2. To prepare the work-plan for management of Solid & Liquid Waste at Gram Panchayat and to provide assistance for implementation of the work-plan of SLWM</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">3. To collect & preserve the data relating to works of Solid & Liquid Waste Management at Gram Panchayats under Swaccha Bharat Mission (Gramin) and produce the collected & preserved data before management as required time to time</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">4. To ensure the compliance with the instructions given by undersigned time to time relating to Swaccha Bharat Mission (Gramin)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">5. To ensure the compliance with the instructions given by Management</span></p> </td> </tr> <tr style="height: 429px;"> <td style="width: 192px; height: 429px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Accountant/project assistant </span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">(SBM-G)</span></td> <td style="width: 488px; height: 429px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">1. Verifying records and financial statements created by other employees.</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">2. Reviewing accounting records and financial data to check for accuracy.</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">3. Correcting or noting errors within accounting records.</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">4. Processing invoices and payments.</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">5. Compiling financial data and creating reports.</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">6. Ensuring compliance with financial rule .</span></p> </td> </tr> <tr style="height: 649px;"> <td style="width: 192px; height: 649px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Block Project Coordinator </span></td> <td style="width: 488px; height: 649px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">1. To prepare monthly Block Workplan under Swachha Bharat Mission (Gramin)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">2. To do timely appraisal of the work-progress by organizing a meeting with "gram panchyat"</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">3. To assist Gram Panchayat for preparation and implementation of work-plan for toilets being constructed / other sanitation works ,Open Defecation</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">4. To execute Block level each and every activities for effective implementation of Swaccha Bharat Mission (Gramin)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">5. To preserve the collected lists & information relating to toilets being constructed / other sanitation works being carried-out at Panchyat level l</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">6. To execute the entire work relating to Management Information System (M.I.S.) under Swaccha Bharat Mission (Gramin) and to send the management timely prepared information based on data & figures</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">7. To ensure the compliance with the instructions given by Management </span></p> </td> </tr> <tr style="height: 144px;"> <td style="width: 192px; height: 144px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">District Field Trainer</span></td> <td style="width: 488px; height: 144px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">To organize the workshop for capability development of Gram pradhan , panchyat sachie ,Swacchagrahis, Swacchatadoots, Khand Prerak, other concerned staffTo execute the work-plan prepared for Trening under Swaccha Bharat Mission (Gramin)</span></td> </tr> <tr style="height: 457px;"> <td style="width: 192px; height: 457px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Data Entry Operator</span></td> <td style="width: 488px; height: 457px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Handling of official communication preferably in English/Hindi.</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Data entry and verification, data validation, reconciliation of</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">validation errors</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Preparation of documents, letters and tables, PowerPoint</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">presentations, document conversion and computer file</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">handling</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Cataloguing, filing, maintenance of files.</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Movement of files from one room to other as per instructions</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">of the officers and staff</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Taking regular backup of data/files on computer</span></p> </td> </tr> <tr style="height: 135px;"> <td style="width: 192px; height: 135px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">System Analyst</span></td> <td style="width: 488px; height: 135px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">1. Implementation & Updation of Official website<br />2. Implementation & updation of following software applications:<br />3. Implementation & Updation of Mobile App</span></p> </td> </tr> <tr style="height: 161px;"> <td style="width: 192px; height: 161px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Graphic Designer</span></td> <td style="width: 488px; height: 161px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Graphic designers create visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate consumers. They develop the overall layout and production design for applications such as advertisements, brochures, magazines, and reports.</span></p> </td> </tr> <tr style="height: 135px;"> <td style="width: 192px; height: 135px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Fashion Designer</span></td> <td style="width: 488px; height: 135px;"> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Fashion Designer designs and assists with the production of clothing, shoes and accessories, identifies trends, and selects styles, fabrics, colors, prints and trims for a collection. Fashion Designers either design haute couture or ready-to-wear clothing.</span></p> </td> </tr> <tr style="height: 83px;"> <td style="width: 192px; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">District Co-ordinator MIS (DC MIS)</span></td> <td style="width: 488px; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"></span></td> </tr>

488px; height: 83px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Give to Technical Support for different Government Campaigns at District Level Offices</span></p> </td> </tr> <tr style="height: 83px;"> <td style="width: 192px; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">District Co-ordinator Civil (DC Civil)</span></td> <td style="width: 488px; height: 83px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Give to Technical Support for different Government Campaigns all Civil Work/ Nirman Karya at District Level Offices</span></p> </td> </tr> <tr style="height: 187px;"> <td style="width: 192px; height: 187px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Deputy Manager</span></td> <td style="width: 488px; height: 187px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Implementation <span id="DWT1319" class="ZmSearchResult"><span id="DWT1723" class="ZmSearchResult">of</span></span> Existing Projects as well as Fresh Projects. Preparation <span id="DWT1321" class="ZmSearchResult"><span id="DWT1725" class="ZmSearchResult">of</span></span> file note, Reports. Correspondence with State Government / Central Government and other agencies. Organizing Seminars / Workshops. Participation <span id="DWT1323" class="ZmSearchResult"><span id="DWT1727" class="ZmSearchResult">in</span></span> <span id="DWT1325" class="ZmSearchResult"><span id="DWT1729" class="ZmSearchResult">in</span></span></span> meetings at various levels as well as provide assistance <span id="DWT1327" class="ZmSearchResult"><span id="DWT1731" class="ZmSearchResult">in</span></span></span> meetings. Maintenance <span id="DWT1329" class="ZmSearchResult"><span id="DWT1733" class="ZmSearchResult">of</span></span></span> File and record upkeeping.</span></p> </td> </tr> <tr style="height: 161px;"> <td style="width: 192px; height: 161px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Office Superintendent</span></td> <td style="width: 488px; height: 161px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Managing the office as per the instructions <span id="DWT1335" class="ZmSearchResult"><span id="DWT1739" class="ZmSearchResult">of</span></span></span> seniors. Organizing meeting at different levels and coordinating the activities. Maintenance <span id="DWT1337" class="ZmSearchResult"><span id="DWT1741" class="ZmSearchResult">of</span></span></span> Personnel files <span id="DWT1339" class="ZmSearchResult"><span id="DWT1743" class="ZmSearchResult">of</span></span></span> the <span id="DWT1341" class="ZmSearchResult"><span id="DWT1745" class="ZmSearchResult">manpower</span></span> as well as necessary maintenance <span id="DWT1343" class="ZmSearchResult"><span id="DWT1747" class="ZmSearchResult">of</span></span></span> the office activities. Maintenance <span id="DWT1345" class="ZmSearchResult"><span id="DWT1749" class="ZmSearchResult">of</span></span></span> files.</span></p> </td> </tr> <tr style="height: 83px;"> <td style="width: 192px; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Sales/Marketing Professionals</span></td> <td style="width: 488px; height: 83px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Sales/Marketing of products through institutional sales, online marketing, floor and inventory management</span></p> </td> </tr> <tr style="height: 83px;"> <td style="width: 192px; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Senior Section Engineer /Diesel Mech.</span></td> <td style="width: 488px; height: 83px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">SSE/Diesel oversees the routine and higher schedule maintenance of Mechanical side of Diesel Locomotives</span></p> </td> </tr> <tr style="height: 83px;"> <td style="width: 192px; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Senior Section Engineer/Diesel Elect.</span></td> <td style="width: 488px; height: 83px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">SSE/Diesel Elect oversees the routine and higher schedule maintenance of Electrical side of Diesel Locomotives</span></p> </td> </tr> <tr style="height: 109px;"> <td style="width: 192px; height: 109px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Senior Section Engineer/Carriage & Wagon</span></td> <td style="width: 488px; height: 109px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">SSE/Carriage & Wagon oversees the routine and higher schedule maintenance of Wagons (especially with exposure to maintenance of BOBR hopper wagons)</span></p> </td> </tr> <tr style="height: 83px;"> <td style="width: 192px; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Senior Section Engineer/Track</span></td> <td style="width: 488px; height: 83px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">SSE/Track oversees the routine and higher schedule maintenance of Railway track of Non Railway customer sites</span></p> </td> </tr> <tr style="height: 109px;"> <td style="width: 192px; height: 109px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">MCM/Technician. Gr.-I Diesel Mech.</span></td> <td style="width: 488px; height: 109px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Diesel technician is expected to be competent in maintenance and repair of Diesel locomotives as per Standard Maintenance practices stipulated by RDSO/DLW</span></p> </td> </tr> <tr style="height: 135px;"> <td style="width: 192px; height: 135px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">MCM/Technician Gr.-I Diesel Elect.</span></td> <td style="width: 488px; height: 135px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Diesel Elect. technician is expected to be competent in maintenance and repair of Electrical side of Diesel locomotives as per Standard Maintenance practices stipulated by Indian Railways (RDSO/DLW)</span></p> </td> </tr> <tr style="height: 109px;"> <td style="width: 192px; height: 109px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">MCM/Technician.Gr.-I C&W</span></td> <td style="width: 488px; height: 109px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">C&W technician is expected to be competent in maintenance and repair of Wagons (especially BOBR Hopper type) as per Standard Maintenance practices stipulated by Indian Railways</span></p> </td> </tr> <tr style="height: 109px;"> <td style="width: 192px; height: 109px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">MCM/Technician.Gr.-I Track Maintenance</span></td> <td style="width: 488px; height: 109px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Track maintenance technician is expected to be competent in maintenance and repair of Track as per Standard Maintenance practices stipulated by Indian Railways</span></p> </td> </tr> <tr style="height: 57px;"> <td style="width: 192px; height: 57px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Track Maintenance Staff</span></td> <td style="width: 488px; height: 57px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">To repair and maintenance Railway track , points and crossings as per the Standard practices of Indian Railways</span></p> </td> </tr> <tr style="height: 57px;"> <td style="width: 192px; height: 57px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Store Helper</span></td> <td style="width: 488px; height: 57px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Store helper is expected to manage Stores at the project</span></p> </td> </tr> <tr style="height: 57px;"> <td style="width: 192px; height: 57px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Machinist Gr-I/MCM</span></td> <td style="width: 488px; height: 57px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Hands on knowledge and expertise in the operation and maintenance of Workshop machinery in Indian Railways</span></p> </td> </tr> <tr style="height: 57px;"> <td style="width: 192px; height: 57px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Loco Driver</span></td> <td style="width: 488px; height: 57px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">The loco driver is expected to skillfully drive the diesel locomotive as per the constraints of the section entrusted to him and should also be proficient in checking the state of the locomotive and help with all the auxiliary equipment as needed</span></p> </td> </tr> <tr style="height: 57px;"> <td style="width: 192px; height: 57px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Welder/Gas Cutter/ Rivetter Gr-I/MCM</span></td> <td style="width: 488px; height: 57px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">The person entrusted with the work of welding , gas cutting and riveting is expected to be skillful in undertaking the repair jobs entrusted to him at for diesel locomotives and Wagons in MGR workshop</span></p> </td> </tr> <tr style="height: 57px;"> <td style="width: 192px; height: 57px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Junior Engineer Diesel Mech./Elect.</span></td> <td style="width: 488px; height: 57px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">JE Diesel Mech and Electrical are expected to oversee the routine and higher schedule maintenance of diesel locomotives at project sites</span></p> </td> </tr> <tr style="height: 57px;"> <td style="width: 192px; height: 57px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Junior Engineer Carriage & Wagon</span></td> <td style="width: 488px; height: 57px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">JE C&W are expected to oversee the routine and higher schedule maintenance of wagons at project sites</span></p> </td> </tr> <tr style="height: 57px;"> <td style="width: 192px; height: 57px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Shunt man</span></td> <td style="width: 488px; height: 57px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Shunt man is responsible for ensuring that the connecting lines

are clear of any obstructions and that the brake van/ last vehicle of the stationary train is away from the fouling mark. Coupling and uncoupling the locomotives / wagons during the shunting of trains

Cleaner

Organize and maintaining cleanliness of work area and desk

Points man

The points man is to handle railroad points or switches. Points man controls the lever and jerks the train into the required tracks or desirable direction. His work also includes disconnecting or connecting a particular Wagon from the train

Ministerial Staff

Verifying records and ensuring compliance with company policies

Crane Driver

General responsibilities include Operate heavy equipment including crane, forklift, skid loader and on-site vehicles. Follow all safety protocols and standards. Log inspections and maintain log files.

Semi skilled

Routine work related to Maintenance of loco and wagon

Joint Secretary

Administrative & Observative Work

Admin officer

Administrative & Observative Work

Senior Stenographer

Noting, Drafing Short Writingting & file Related work

Assistant Account Officer

Accounting Work

Senior Assistant

Clerical Work, Typing Work

Junior Assistant

Clerical Work, Typing Work

Junior Engineer-Civil

Civil Work ,Building Inspection Etc

Computer Operator

Various Digitization work, Data entry work , Notesheet and letter typing work

Export Manager/ Niryat Vyvastaapak

1. Supervising & Mangement of basic infrastructure installation work for export.

2. Supervision of necessary arrangements for successful operation of pack houses by contacting producers / exporters of fruits and vegetables.

3. Supervision of established pack houses for operation and assessment of requirements on time and its arrangements.

4. Supervision of essential works for establishing coordination with exporters, farmers, subject matter experts, various state and central government departments related to exports.

5. Supervision of arrangements for pack house certification requirements from APEDA and Plant Quarantine.

6. Supervising the arrangements for the organizing the program for export promotion.

Export Coordinator

1. To encourage exports by necessary coordination with farmers and exporters.

2. Providing necessary support and facilities from APEDA Government of India to exporters by establishing coordination with foreign buyers.

3. To coordinate with farmers and exporters to increase the exports of fruits and vegetables produced especially in Uttar Pradesh.

Deputy Director

Organizing training courses of their respective areas.

Networking with the resource persons.

Evaluation of training courses.

Training need assessment.

Preparation of Annual Training Calendar.

Regular field visits to different parts of the districts to interact with farmers and grass root level functionaries

Gender Co-ordinator

Ensure flow of benefits under all schemes to women farmers.

Collection of gender dis-aggregated data, and conducting studies and action research in critical thrust areas

Promote Farm women's Food Security Groups and prepare training module so as to ensure household food security.

Document the best practices/ Success Stories/ Participatory Material Production related to women in Agriculture

Block-wise documentation, prioritization and addressal of farm women's needs and requirements in agriculture and all allied sectors

Will report to State Coordinator in r/o gender related information

Deputy Project Director

Serve as Member Secretary of ATMA MC

Coordination with Line Departments including Pvt. Sector.

Compilation of Block Action Plans into DAAPs.

Implementation, monitoring of DAAP, RKVY & NFSM and feed back to PD, ATMA.

Capacity building of farmers and FIGs in collaboration with KVKs and other institutions

Block Technology Manager

Coordination with line departments

Organizing meetings of BTTs & FACs, Feedback to BTT and ATMA

Assist the BTT in the preparation of BAPs

Operationalisation of Farm Schools

Compilation of progress of implementation

Advise to the farmers/ FIGs/ CIGs/ FPOs in consultation with line departments.

Maintain an inventory of FIGs/FOs/CIGs/ FPOs within the Block.

BTM will also assist the BTT in carrying out functions listed at Annexure-I(e)

Assistant Technology Manager

To provide requisite technical & knowledge support to farm school, FF, FIGs/CIGs/FSGs/FPOs and farmers in general.

In consultation with Block level officers of agri. and allied departments & BTMs, ATMs will provide necessary inputs to Common Service Centers & Kisan Call Centres.

Any other work assigned by BTM.

Media Consultant

Recording and editing of audio requirements of the centre; cataloging and archiving audio segments for various uses.

Recording and editing audio for various video and multimedia productions.

Developing learning units for voicemail based services.

Developing interactive material following guidelines provided by experts.

Field and indoor recording of expert communications and archiving them for a range of outputs.

Supporting the field research team in documentation and recording interviews etc.

Media Consultant

Field research and

shooting according to the needs of specific context and communities; developing a video and still image archive for the LOR in consultation with relevant experts.

- Cataloging and archiving of video segments and images according to the access structure and nomenclature suggested by relevant experts.

Producing and editing (technical) relevant video based learning material based on provided expert guidance.

Develop multimedia (video based) communication packages for a number of communication channels (DVD, VCD, Web, CD ROM etc.).

Design and develop short videos for training programs in consultation with agricultural experts.

Assist the centre to develop media based learning systems.

Deputy Project Director (Agriculture)

Farmer's Training, Formation of Agriculture and Allied Cluster, Formation of FPO, Formation of Farmer Cooperatives.

Deputy Project Director (Bio-fuels)

Promotion and Development of Bio-fuels sector in the state as per State Bio-Energy Policy.

Development Officer

Should Be Made Responsible For Societies Located In Different Blocks. Development Officer May Be Assigned The Responsibility Of Conducting On The Job Training For The Managing Committee Members And Imparting The Cooperative Education To The Member Of The Primary Cooperative Societies And Also Providing The Guidance To The Members Of The Managing Committees Of These Societies. He Will Also Assist Them In Identifying Projects, Preparing Sub-Project Proposals There On To Facilitate Growth And Diversification Of Primaries.

Senior Project Associate cum Consultant (SPAC)

All work related to implementation of Sustainable Development Goals (SDGs).

To coordinate with the line department at the district level in consultation with the university / institution to make available the statistical Information for the preparation of District Human Development Report (DHDR).

To verify the draft of the District Human Development Report in the meeting of the Core Committee chaired by the Collector on the Human Development Report of the district.

To prepare progress report by getting the information of financial and physical achievements of state government's district level flagship scheme and mission mode program Sagarkhedu Sarwangi Vikas Yojana, Developing Talukas.

prepare indicators and make presentations by collecting statistical information of sectors such as education, health, livelihoods, portfolios for Human Development / SDGs to etc.,

Survey work for District level integration work to be done to strengthen the statistical information of the indicators of human development / SDGs.

All related activities related to planning of workshops / trainings related to human development.

To prepare the district and taluka profile of the indicators specifying human development.

To keep the database up to date by getting the latest information of the Developing Taluka.

To prepare and publish information for publications related to social sector and human development on ad hoc basis.

To prepare the District Human Development Report, to compile the statistical information with the relevant department of the district level in consultation with the university / institution.

To verify the draft of the District Human Development Report in the meeting of the Core Committee chaired by the Collector on the Human Development Report of the District.

To prepare progress report of financial and physical achievement under 50 developing talukas.

To prepare missing details of Heads under ATVT (Aapno Taluko Vibrant Taluko) (1) Water Supply (2) Drainage Lines (3) Internal Roads (4) Preparation of GPS Analysis For solid waste disposal

Monitoring various activities under the Vanbandhu Development Program

At the state level, as per the instructions of the Hon. Secretary Planning and Chairperson of GSIDS, Director of GSIDS and at the district level as per the instructions of the Collector / District Planning Officer, all the activities related to human development at the district level.

Senior Project Associate (SPA)

All work related to implementation of Sustainable Development Goals (SDGs).

To coordinate with the line department at the district level in consultation with the university / institution to make available the statistical Information for the preparation of District Human Development Report (DHDR).

To verify the draft of the District Human Development Report in the meeting of the Core Committee chaired by the Collector on the Human Development Report of the district.

To prepare progress report by getting the information of financial and physical achievements of state government's district level flagship scheme and mission mode program Sagarkhedu Sarwangi Vikas Yojana, Developing Talukas.

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The above list of duties is only illustrative and not exhaustive. Buyer may add to the list, duties of similar nature ordinarily performed by officials at this level. The individual may be required to carry out one or more of the tasks listed above.

# Other Requirements

- It is the responsibility of the Service Provider to provide manpower for the above listed work. The manpower has to be segregated, based on their years of experience.
- The responsibility of effective and efficient delivery would rest with the Service Provider. Thus, the education qualifications and experience of the manpower deployed would be left to the subjugation of the Service Provider, subject to them meeting the minimum qualifying criteria.
- The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the Service Provider.
- The police verification, character and antecedents verification of the employees is the whole and sole responsibility of the Service Provider. The same may be verified by the Buyer at the time of joining of the employees, if he/she so desires.
- The Service Provider shall ensure the following in respect of his employees-

a. The working hours and days of the outsourced employees will be as per the existing applicable rules of the respective Central/State Government organisations. However, they have to work on holidays, if necessary and required based on demand of work.

b. In an event of deployed personnel availing leave, and if required by buyer suitable substitute(s) shall be provided by service provider as per mutual understanding with buyer.

c. Consequent to poor performance of deployed manpower, service provider shall immediately replace the deployed manpower thereby maintaining service levels and continuity.

d. Working shifts (includes day and night shift) if any, and daily working hours shall be mutually agreed upon between buyer and seller prior to deployment of manpower.

e. The attendance of the employees will be entered in the register provided by the Service Provider and/or in the Aadhar based Biometric attendance system at the Buyer's premises.

The Service Provider would be required to provide sufficient and qualified manpower, capable of supporting the functioning of the project/department in a manner desired by the Buyer.

The Service Provider shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire

on demand.</li> <li style="font-size: 14px; direction: ltr;">No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.</li> <li style="font-size: 14px; direction: ltr;">In case of major default on the part of the Service Provider, the Buyer may provide a 24 hour's written notice terminating the contract to the Service Provider.</li> <li style="font-size: 14px; direction: ltr;">The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the Service Provider. The employees as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer's department would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider.</li> <li style="font-size: 14px; direction: ltr;">The Service Provider shall be required to keep the Buyer updated about the change of address, change of the Management etc. from time to time.</li> </ol> <h1 style="font-size: 36px; direction: ltr; color: inherit;">6.Payment</h1> <ol style="font-size: 14px; direction: ltr;"> <li style="font-size: 14px; direction: ltr;">The payment to the Service Provider will be made on monthly basis, depending upon the actual duration of the services rendered as per order</li> <li style="font-size: 14px; direction: ltr;">Any violation of contractual obligations by the Service Provider/employee shall attract penalties as mentioned against each obligation in 8. Penalties Penalties for non-compliance to service level agreement. Before imposing a penalty, the user department will provide 3 days prior notice to the Service Provider to make its representation. The Service Provider confirms and agrees that penalty whenever becomes payable, the same shall be deducted by the user department from the payments due to the Service Provider.</li> <li style="font-size: 14px; direction: ltr;">TA/DA shall be payable directly by the Buyer on production of travel documents in original and approval of appropriate authority of the Buyer for undertaking such travel for the project/assignment.</li> <li style="font-size: 14px; direction: ltr;">All applicable taxes and duties except service tax, shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same. The Service Provider shall pay the GST and the price quoted is inclusive.</li> <li style="font-size: 14px; direction: ltr;">The Service Provider shall ensure payment regularly for the deployed manpower to their entitlements like monthly salaries/wages etc. and submit the documentary proof of the salary paid as per the terms and conditions of the contract. Bill for the subsequent month will be paid only after submission of certificate of disbursement of wages of previous month.</li> <li style="font-size: 14px; direction: ltr;">In case the submission of monthly bills is delayed by the Service Provider beyond 15 days from the last day of the month in which the services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective Service Provider.</li> <li style="font-size: 14px; direction: ltr;">Escalation towards payment of salaries / wages of the employees shall not be accepted on any ground during the contract period.</li> <li style="font-size: 14px; direction: ltr;">The Breakup of the components is to be provided to the Buyer Department. The Buyer Department will provide Minimum Remuneration for the category of Resource they want to hire.</li> <li style="font-size: 14px; direction: ltr;">Service Provider will quote over and above the following components as a Service Charge or Special Allowance if any:<br />Minimum Monthly Remuneration + ESI + EPF + Admin Charges + GST (on the Monthly Remuneration, ESI and EPF component),<br />where the Minimum Monthly Remuneration is provided by the Buyer Department and the rest is added by the platform.</li> </ol> <h1 style="font-size: 36px; direction: ltr; color: inherit;">7.Breach of contract</h1> <p style="font-size: 14px; direction: ltr;">The following conditions shall specify breach of contract and buyer shall have right to immediately terminate the contract.</p> <ol style="font-size: 14px; direction: ltr;"> <li style="font-size: 14px; direction: ltr;">Cumulative penalties reach 10% of the contract value</li> <li style="font-size: 14px; direction: ltr;">Repeated breach of SLAs beyond 3 instances in the entire contractual period shall be treated as breach of contract.Breach of SLA is defined as performance lower than defined lower performance in this agreement.</li> </ol> <h1 style="font-size: 36px; direction: ltr; color: inherit;">8.Penalties</h1> <ol style="font-size: 14px; direction: ltr;"> <li style="font-size: 14px; direction: ltr;">Penalties for a specific month / period shall be capped at 10% of bill generated for that particular month / period.</li> <li style="font-size: 14px; direction: ltr;">If any SLA is breached beyond 3 instances in any billing period then same shall be treated as a breach of contract and buyer will have full rights to terminate the contract after giving a notice of 30 days</li> </ol> <p style="font-size: 14px; direction: ltr;"><strong><u>Penalties for non-compliance to service level agreement</u></strong></p> <p style="font-size: 14px; direction: ltr;">Penalties will be levied on the service provider for the violation of service level agreement of the contract as mentioned below:</p> <table style="width: 773px;" border="1" width="0" cellspacing="0" cellpadding="0"> <tbody> <tr> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="44"> <p style="font-size: 14px; direction: ltr; text-align: center;"><strong>#</strong></p> </td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="227"> <p style="font-size: 14px; direction: ltr; text-align: center;"><strong>Service level agreement</strong></p> </td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="337"> <p style="font-size: 14px; direction: ltr; text-align: center;"><strong>Penalties for non-compliance</strong></p> </td> </tr> <tr> <td style="font-size: 14px; direction: ltr; text-align: center;">1</td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="227"> <p style="font-size: 14px; direction: ltr;">Non deployment of total manpower mentioned in the contract as per the date of joining</p> </td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="337"> <p style="font-size: 14px; direction: ltr;">Up to 15 Days, @1% per day of the total value and Beyond 15 days cancellation of the contract with cancellation charges @ 10%.</p> </td> </tr> <tr> <td style="font-size: 14px; direction: ltr; text-align: center;">2</td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="227"> <p style="font-size: 14px; direction: ltr;">If the employee is found responsible for any theft, loss of material/ articles and damages</p> </td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="337"> <p style="font-size: 14px; direction: ltr;">Immediate payment in actuals, equivalent to the value of the article theft/lost/damaged. Replacement within 2 day/cancellation of contract as decided by the buyer depending on the gravity of the act.</p> </td> </tr> <tr> <td style="font-size: 14px; direction: ltr; text-align: center;">3</td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="227"> <p style="font-size: 14px; direction: ltr;">If the employee is found responsible for disobedience/ misconduct</p> </td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="337"> <p style="font-size: 14px; direction: ltr;">Warning/counselling/Immediate replacement within 2 days as decided by the buyer depending on the gravity of the act</p> </td> </tr> <tr> <td style="font-size: 14px; direction: ltr; text-align: center;">4</td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="227"> <p style="font-size: 14px; direction: ltr;">If the employee is absent or takes leave for more than 2 days without informing or taking prior approval.</p> </td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="337"> <p style="font-size: 14px; direction: ltr;">Substitute within 2 days failing which, @ 1% per day of the total value (excluding service tax etc.) of the absent resources up to 15 days. Beyond 15 days, cancellation of the contract with cancellation charges @ 10%</p> </td> </tr> <tr> <td style="font-size: 14px; direction: ltr; text-align: center;">5</td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="227"> <p style="font-size: 14px; direction: ltr;">If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the work place</p> </td> <td style="font-size: 14px; direction: ltr; text-align: left; vertical-align: top;" width="337"> <p style="font-size: 14px; direction: ltr;">Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.</p> </td> </tr> </tbody> </table> <h1 style="font-size: 36px; direction: ltr; color: inherit;">Annexure A - Qualifying Criteria for Manpower</h1> <p style="font-size: 14px; direction: ltr;"></p> <table style="height: 9607px; width: 691px;" cellspacing="0" cellpadding="0"> <tbody> <tr> <td style="height: 32px;"><td style="width: 192px; height: 32px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Office Assistant (IT) / IT Assistant</span></p> </td> <td style="width: 499px; height: 32px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Graduate or B.SC-IT</span></p> <br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">I.T.I in Information Technology or 06 Months Diploma in Computer Application/Office Automation.</span></p> </td> </tr> <tr> <td style="height: 15px;"><td style="width: 192px; height: 15px; background-color: #ffffff;"><br /> <p><span style="color: #000000; font-family: Times New Roman; font-size: large;">Assistant

[illegible]

Minimum 5 Years Experience in IT Sector</span></td> </tr> <tr style="height: 73px;"> <td style="width: 192px; background-color: #ffffff; height: 73px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Accountant</span></td> <td style="width: 499px; background-color: #ffffff; height: 73px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">M.COM, Doeacc "O" Level Certificate, Minimum 3 Years Experience in Related Sector</span></td> </tr> <tr style="height: 83px;"> <td style="width: 192px; background-color: #ffffff; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Career Counsellor/ MIS Manager</span></td> <td style="width: 499px; background-color: #ffffff; height: 83px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Graduate, Computer Knowledge Doeacc "O" Level Certificate or Equivalent, Minimum 5 Years Experience in Related Sector</span></td> </tr> <tr style="height: 54px;"> <td style="width: 192px; background-color: #ffffff; height: 81px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Tally Accontant</span></td> <td style="width: 499px; background-color: #ffffff; height: 81px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">B.Com (With Tally Certification)/ CA- Inter (With Tally Certification)</span></td> </tr> <tr style="height: 86px;"> <td style="width: 192px; background-color: #ffffff; height: 86px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Computer Programmer</span></td> <td style="width: 499px; background-color: #ffffff; height: 86px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">MCA, min 3 years of experience in Government Department/Organisation</span></td> </tr> <tr style="height: 79px;"> <td style="width: 192px; background-color: #ffffff; height: 79px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Call Centre Operator</span></td> <td style="width: 499px; background-color: #ffffff; height: 79px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Certificate of Computer operating knowledge of 01 year from recognized institute with graduation and knowledge of writing and speaking in Hindi and English</span></p> <p><span style="font-size: 14pt; font-family: 'times new roman', times, serif;">Graduate with 1 years experience. Knowledge <span id="DWT1347" class="ZmSearchResult"><span id="DWT1751" class="ZmSearchResult">of</span></span> Hindi and English typing over Computer.</span></p> </td> </tr> <tr style="height: 86px;"> <td style="width: 192px; background-color: #ffffff; height: 86px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Assistant Accountant</span></td> <td style="width: 499px; background-color: #ffffff; height: 86px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">O Level/MS Word/MS/Excel/Accounting knowledge with 1 year certificate in hindi typing in computer with commerce graduation from recognized institute</span></td> </tr> <tr style="height: 90px;"> <td style="width: 192px; background-color: #ffffff; height: 112px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Clerk cum Computer Operator</span></td> <td style="width: 499px; background-color: #ffffff; height: 112px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Intermediate, knowledge of MS Word/MS Excel with atleast 25 words per minute in Hindi typing and 30 words per minute in English typing</span></td> </tr> <tr style="height: 105px;"> <td style="width: 192px; background-color: #ffffff; height: 105px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Assistant Teacher (Social Science)</span></td> <td style="width: 499px; background-color: #ffffff; height: 105px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">B.A. (History, Geography, Civics, Economics as subjects) Graduation with atleast 50% marks from recognized university with B-Ed/BTC/B-El.Ed/D.El-Ed and TET Qualified</span></td> </tr> <tr style="height: 107px;"> <td style="width: 192px; background-color: #ffffff; height: 107px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Assistant Teacher (Maths)</span></td> <td style="width: 499px; background-color: #ffffff; height: 107px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">B.Sc. (Maths) Graduation with atleast 50% marks from recognized university with B-Ed/BTC/B-El.Ed/D.El-Ed and TET Qualified</span></td> </tr> <tr style="height: 106px;"> <td style="width: 192px; background-color: #ffffff; height: 106px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Assistant Teacher (Sanskrit)</span></td> <td style="width: 499px; background-color: #ffffff; height: 106px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">B.A. (Sanskrit as one of the subjects) Graduation with atleast 50% marks from recognized university with B-Ed/BTC/B-El.Ed/D.El-Ed and TET Qualified</span></td> </tr> <tr style="height: 107px;"> <td style="width: 192px; background-color: #ffffff; height: 107px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Assistant Teacher (Computer)</span></td> <td style="width: 499px; background-color: #ffffff; height: 107px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">B.Sc. (Computer Science) Graduation with atleast 50% marks from recognized university with B-Ed/BTC/B-El.Ed/D.El-Ed and TET Qualified</span></td> </tr> <tr style="height: 165px;"> <td style="width: 192px; background-color: #ffffff; height: 165px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Assistant Teacher (Nursery or KG)</span></td> <td style="width: 499px; background-color: #ffffff; height: 165px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">BA. NTT with TET Qualified/Nursery teacher Education/ two years diploma in early childhood education programme (D.E.C.ed) or B.ed (Nursery) passed graduation with atleast 50% marks from recognized university from National Council for Teachers Education</span></td> </tr> <tr style="height: 113px;"> <td style="width: 192px; background-color: #ffffff; height: 113px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Assistant Teacher (Science)</span></td> <td style="width: 499px; background-color: #ffffff; height: 113px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">B.Sc. (Science) Graduation with atleast 50% marks from recognized university with B-Ed/BTC/B-El.Ed/D.El-Ed and TET Qualified</span></td> </tr> <tr style="height: 109px;"> <td style="width: 192px; background-color: #ffffff; height: 109px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Assistant Teacher (Home Science)</span></td> <td style="width: 499px; background-color: #ffffff; height: 109px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">B.A. (Home Science as one of the subjects) Graduation with atleast 50% marks from recognized university with B-Ed/BTC/B-El.Ed/D.El-Ed and TET Qualified</span></td> </tr> <tr style="height: 341px;"> <td style="width: 192px; height: 341px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">District Project Coordinator (Monitoring & Evaluation /M.I.S.)</span></td> <td style="width: 499px; height: 341px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Educational Qualification</strong> - PG-Social Science (Sociology, Geography, Psychology, Econimics)/ Social Work/ Post Graduate Diploma in Rural Development/ M.B.A., B.E./B.Tech Computer Science</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Work Experience</strong>- Minimum experience of 05 years in Social Field / Minimum Experience of 02 years in the field of Sanitations</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Computer Knowledge - Knowledge of Basic work at Internet, E-mail and MS Office</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Age</strong> - Above 25 years old</span><br /><br /></p> </td> </tr> <tr style="height: 337px;"> <td style="width: 192px; height: 337px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">District Project Coordinator</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">(I.E.C./H.R.D./Capability Devlopement)</span></td> <td style="width: 499px; height: 337px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Educational Qualification</strong> - PG-Social Science (Sociology, Geography, Psychology, Econimics)/ Social Work/ Post Graduate Diploma in Rural Development/ M.B.A.</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Work Experience</strong>- Minimum experience of 05 years in Social Field / Minimum Experience of 02 years in the field of Sanitations</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">Computer Knowledge - Knowledge of Basic work at Internet, E-mail and MS Office</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Age</strong> - Above 25 years old</span><br /><br /></p> </td> </tr> <tr style="height: 331px;"> <td style="width: 192px; height: 331px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">District Project Coordinator</span><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">(S. L. W. M.)</span></td> <td style="width: 499px; height: 331px;"><p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Educational Qualification</strong> - B.E./B.Tech (Civil / Environmental Engineering)</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Work Experience</strong>- Civil Work, Designing, Supervising / Experience of 03 years in the Field of Drinking Water & Sanitation</span></p> <p><br /><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Computer Knowledge</strong> - Knowledge of Basic work at Internet, E-mail and MS Office</span></p> <p><span style="font-family: 'times new roman', times, serif; font-size: 14pt;"><strong>Age</strong> - Above 25 years old</span> </p></td> </tr> <tr style="height: 263px;"> <td style="width: 192px; height: 263px;"><span style="font-family: 'times new roman', times, serif; font-size: 14pt;">

Accountant/project assistant

**Educational Qualification** - Master degree in Commerce with 03 year experience and Bachelor's degree in Commerce with 05 year experience

**Computer Knowledge** - Knowledge of Basic work at Internet, E-mail and MS Office

**Age** - Above 21 years old

**Block Project Coordinator**

**Educational Qualification** - Bachelor's degree any stream

**Work Experience**- Minimum experience of 03 years in Social Field / Minimum Experience of 01 years in the field of Sanitations

**Computer Knowledge** - Knowledge of Basic work at Internet, E-mail and MS Office

**Age** - Above 21 years old

**District Field Trainer**

**Educational Qualification** - PG-Social Science (Sociology, Geography, Psychology, Econimics)/ Social Work/ Post Graduate Diploma in Rural Development/ M.B.A.

**Work Experience**- Minimum experience of 05 years in Social Field / Minimum Experience of 02 years in the field of Sanitations

**Computer Knowledge** - Knowledge of Basic work at Internet, E-mail and MS Office

**Age** - Above 25 years old

**Data Entry Operator**

**Educational Qualification** - Bachelor's degree in any Field.

**Computer Knowledge** - PGDCA/CCC/O' LEVEL or Equivalent.

Proficient in Hindi and English

Should possess an English / Hindi typing speed of 30 words per minute

**Work Experience**- Minimum 01 years experience in Computer field.

**Age** - Above 21 years old

**System Analyst**

**Graduate or BCA**

**Graphic Designer**

**Graduate**

**Fashion Designer**

UG/PG (Design) Diploma/Degree from NIFT/NID or equivalent in Fashion Design

**District Co-ordinator MIS (DC MIS)**

MCA/ B.Tech (Computer Science) with first division from Recognised College/University/ Institute and 02 year working experience

**District Co-ordinator Civil (DC Civil)**

Civil Diploma / Degree from Recognised College/University/ Institute and 02 year working experience

**Deputy Manager**

B.Tech (Computer Science/ I.T./ Electronics and Communication) OR MCA and experience

5 Years

**Office Superintendent**

**Graduate with 5 years experience**

Office Management. Knowledge

Hindi and English typing over Computer

**Sales/Marketing Professionals**

**MBA/Diploma in Marketing**

**Senior Section Engineer /Diesel Mech.**

Degree in Mechanical with one year similar industrial experience, or Retired Railway employee in the same post

**Senior Section Engineer/Diesel Elect.**

Degree in Electical with one year similar industrial experience, or Retired Railway employee in the same post

**Senior Section Engineer/Carriage & Wagon**

Degree in Mechanical with one year similar industrial experience, or Retired Railway employee in the same post

**Senior Section Engineer/Track**

Degree in Civil with one year similar industrial experience or Retired Railway employee in the same post

**MCM/Technician. Gr.-I Diesel Mech.**

ITI with minimum similar industrial experience of 8 years or Retired Railway employee in the same post

**MCM/Technician Gr.-I Diesel Elect.**

ITI with minimum similar industrial experience of 8 years or Retired Railway employee in the same post

**MCM/Technician.Gr.-I C&W**

ITI with minimum 8 year indutrial experience or Retired Railway employee in the same post

**MCM/Technician.Gr.-I Track Maintenance**

ITI with minimum 8 years indutrial experience or Retired Railway employee in the same post

Track Maintenance Staff

Matric, with minimum similar industrial experience of 10 years or retired Railway employee in the same post

Store Helper

Matric

Machinist Gr-I/MCM

ITI in Machinist with minimum 8 years similar industrial experience or , Retired Railway staff in the same post

Loco Driver

Diploma in Mechanical/Electrical with 3 years similar industrial experience or Retired Railway employee in the same post

Welder/Gas Cutter/ Rivetter Gr-I/MCM

ITI with minimum one year experience or Retired Railway employee in the same post

Junior Engineer Diesel Mech./Elect.

Diploma Mechanical/Electrical, with 3 years minimum similar industrial experience or Retired Railway employee in the same post

Junior Engineer Carriage & Wagon

Diploma in Mechanical, with minimum 3 years similar industrial experience or Retired Railway employee in the same post

Shunt man

Matric, with minimum similar industrial experience of 5 years or Retired Railway employee in the same post

Cleaner

Minimum Matric

Points man

Matric, with minimum similar industrial experience of 5 years or Retired Railway employee in the post

Ministerial Staff

Mimimum Matric

Crane Driver

ITI with minimum one year similar industrial experience or Retired Railway employee in the same post

Semi skilled

Matric, with minimum similar industrial experience of 5 years or ITI with one year

Joint Secretary

Graduation (Any Stream), 10 Year in Administrative & Observative Work

Admin officer

Graduation (Any Stream), 5 Year Administrative & Observative Work

Senior Stenographer

Intermediate (Any Stream), 10 Year experience in Stenography, Knowledge in shorthand

Assistant Account Officer

Graduation (B.Com), 10 Year experience in Accounting from Govt Organization

Senior Assistant

Intermediate (Any Stream), 3 Year in Letter Drafting, Typing etc

Junior Assistant

Intermediate (Any Stream), 1 Year in Letter Drafting, Typing etc

Junior Engineer-Civil

Diploma (Civil) 2 Year in Civil work

Computer Operator

Graduation & diploma in computer. with Knowledge of typing as per (Hindi / English) standard

Export Manager/ Niryat Vyvastaapak

Export Manager/ Niryat Vyvastaapak Diploma / Degree in Civil / Electrical with

At least 10 years experience of coordination in agriculture export sector, at least 05 years experience of operation and maintenance of pack houses.

Export Coordinator

M.B.A. degree holder (export) / graduate with at least 05 years of work experience of an exporting firm in the export sector as well as fluency in English / Hindi speaking

Deputy Director

Post Graduation degree in Agriculture or respective areas as Agricultural extension management, Human resource development, IT & Marketing, Post harvest technology.

Minimum 3 years experience

Gender Co-ordinator

Graduate / Post graduate degree in Agriculture, and allied sector

5 years experience in planning and co-ordination.

Deputy Project Director

Post Graduate in Agriculture/Allied Sectors.

Minimum 3 years experience

Block Technology Manager

Graduate/ Post Graduate in Agri./ Allied Sector with computer skill

Minimum 2 years experience

Assistant Technology Manager

Graduate/ PG in Agri./ Horti./ Marketing/ Veterinary Sciences/ AHD/ Fisheries

If candidate of this type of qualification is unavailable then BRS / MRS / B.Tech./ B.Sc. Forestry

Preferably one year Experience

Media Consultant (Audio and Multimedia)

Degree or PG Diploma in Multimedia Design with strong understanding (input) in Audio Engineering and Sound Design from a Reputed Institute

Minimum two years experience in multimedia production and editing, Developing learning material, Documentation processes, Working experience with rural communities and developing multimedia communication packages for specific needs

Media Consultant (Video and Multimedia)

Graduate or PG Diploma in Video Production or Film Design and Production from a reputed Institute

Minimum two years experience in video production and technical editing with a multimedia design and production house. Knowledge of relevant software and hardware for video production and archiving, understanding of rural communities and developing specific communication aimed at rural audiences, working in team and with relevant experts, knowledge of Gujarati (both writing and speaking) would be an advantage, knowledge of multimedia and video production for multimedia is essential

Deputy Project Director (Agriculture)

Post Graduation in Agriculture, With 10 Year Work Experience in Related Field.

Deputy Project Director (Bio-fuels)

M.Tech(Renewable Energy)/M.Sc(Bio-tech) /M.Phil(Renewable Energy) With 05 Year Work Experience in Execution of Related Projects.

Development Officer

1.Degree Of A Recognised University

2. Three Year Experience In Cooperative/Rural/Agriculture Extension Work.

3.

Preference Will Be Given For Those Candidates Who Have Experience Working In Icdp(Integrated Cooperative Development Project)

Senior Project Associate cum Consultant (SPAC)

Must have a postgraduate degree in Economics, Mathematics, Sociology or Statistics or a Postgraduate Degree in Management (MBA).

Preference will be given to those who have M.Phil., Ph.D. degree, have presented research papers in seminars / conferences or have experience in teaching.

Must have at least one or two years of experience in the relevant field.

Preference will be given to those who have experience in this type of work in the State Government.

Candidate must have skills in the I.T. field. Must have knowledge of English.

Senior Project Associate (SPA)

Must have a postgraduate degree in Economics, Mathematics, Sociology or Statistics or a Postgraduate Degree in Management (MBA).

Preference will be given to those who have experience in research work or related field work.

Candidate must have skills in the I.T. field. Must have knowledge of English

Additional Data/Document(s) : Seller

1. Certificate (Requested in ATC) :click here

## Terms and Conditions

### 1. General Terms and Conditions-

- 1.1** This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) as available on the GeM portal (unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable
- 1.2 Terms of delivery:** Free Delivery at Site including loading/unloading. In respect of items requiring installation and / or commissioning and other services in the scope of supply (as indicated in respective product category specification / STC / ATC), and the cost of the same is also included in the Contract price.
- 1.2.1** Contracted goods should be delivered at the consignee or designated delivery location as per the working time of the buying organisation. Seller may get the same confirmed from consignee before scheduling delivery.
- 1.2.2** A copy of the contract should be available with the messenger / dispatching agency that delivers the Goods at consignee / delivery location (preferably pasted / attached outside the consignment / package) for easy reference and ease in delivery acceptance.
- 1.3 Delivery period:** The Delivery Period/Time shall be essence of the Contract and delivery must be completed not later than such date(s). Any modification thereto shall be mutually agreed and incorporated in the Contract as per the provisions of the GTC.
- 1.4 Performance Security:** If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller.
- 1.5 Taxes and Duties:** Contract Prices are all inclusive i.e. including all taxes, duties, local levies / transportation / loading-unloading charges etc. Break up of GST shall be indicated by the Seller while raising invoice / bill on GeM. While submitting the bill / invoice Seller shall undertake that the Goods and Services Tax (GST) charged on this bill is not more than what is payable under the provision on the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the charges on account of GST on these goods are correct under the provision of that Act or the rules made there under.

**1.6 Octroi Duty and / or other local taxes:** Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to seller towards payment of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).

**1.7 Limitation of Liability:** The provisions of limitation of liability between Buyer and Seller as given in the GTC shall be applicable here.

**1.8 Resolution of disputes:** The provisions of DISPUTE RESOLUTION BETWEEN BUYER AND SELLER as given in the GTC shall be applicable here.

**1.9 Liquidated Damages:** If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever. In case, Service Level Agreement (SLA) is applicable the same shall be applicable for the Contract.

**1.10 Financial Certificate:**

**1.10.1** The expenditure involved for this purpose has received the Sanction of the competent financial authority.

**1.10.2** The funds are available under the proper head in the sanction budget allotment for the concern financial year.

**1.10.3** I have been fully authorized by the department to sign the supply order or incur the liability of the Goods being ordered.

**1.11** The bidder should submit a self declaration to the effect in bidder's official letter head that their agency have not been black listed by any Agency whatsoever till date.

**2. Additional Terms and conditions-**

**2.1 AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

**2.2** Bidders can also submit the EMD with Account Payee Demand Draft in favour of District Program Officer payable at Jaunpur.  
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

**2.3 Recruitment mandated through Sewayojan Portal:** Recruitment of candidates is mandated through Sewayojan Portal ([url:www.sewayojan.up.nic.in](http://www.sewayojan.up.nic.in)).  
Successful bidder / Service Provider has to select candidates registered on the Sewayojan Portal only for deployment under this contract. As such successful Service provider will have to make available adequate number of candidates / resources registered on sewayojan portal for selection / short listings by the Buyer department  
For 1 employee selection five times and for 2 or more than 2 employees to be three times, subject to the min of 10 candidates.

**2.4 Prohibition from seeking deposits or security amounts:** Seeking any deposits or security amounts from the deployed resource or any other form of monetary acceptance by the service provider is strictly prohibited. If any such complaint is received, incident will be raised on GeM portal for suitable action as per Incident Management Policy of GeM. In addition, buyer department may separately initiate suitable penal action as per their laid down norms.

**2.5 NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.

**2.6 Continuity of resources deployed by Service Provider:** Successful Service provider will ensure continuity of any allocated / deployed resources with the prior consent of the buyer department. Deployed resources cannot be replaced by Service Provider without prior approval of buyer. Any replacement will also be provided through Sewayojan Portal only.

**2.7 Escalation Matrix For Service Support :** Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

**2.8 ISO 9001:** The bidder or the OEM of the offered products must have ISO 9001 certification.

**2.9** Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

**2.10** Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).

**2.11 PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

Note: This is system generated file. No signature is required.