

## Annexure A

S No.	Name of Service to be procured	No of Manpower required	Job responsibilities/ Nature of duty to be performed by the contractually engaged manpower	Minimum Educational qualification and experience required	Remuneration range/ Consolidated Remuneration to be paid per month	Tenure
01	Shop floor/ work shop Attendants (Testing/ Processing / Tooling & CAD/CAM /Skill Training	05	<ol style="list-style-type: none"> <li>1.To execute production / job order as per the instructions of HOD's and as per ISO QMS.</li> <li>2. To operate relevant machinery / equipment and maintenance of equipment / computers/machines in the laboratory/ computer lab/shop floor</li> <li>3. To mobilize and counsel Students.</li> <li>4. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions.</li> <li>5. To impart practical training to students</li> <li>6. To maintain and monitor attendance of students as per ISO QMS.</li> <li>7. To maintain and fill mandatory registers and formats as per ISO QMS.</li> <li>8. To assist in routine laboratory works/ computer labs/ shop floor works.</li> <li>9. To assist in daily needs of CIPET Centre and management of general activities assigned in the department or section, maintenance of records as per the audit requirement.</li> <li>10. To ensure cleanliness of all machinery and shop floor/lab/workshop.</li> <li>11. To label / code properly and display of specifications in the machinery / equipment.</li> <li>12. Regular maintenance of m/c, equipment for – preventive and break down maintenance.</li> <li>13. To ensure availability of safety kits/ poster display/ brochure etc.</li> <li>14. To follow and ensure safety rules and guidelines for machinery / equipment/ Lab and work shop premise.</li> </ol>	<p>Full time B.Sc / Diploma / ITI in the relevant discipline.</p> <p>Preference shall be given to the candidates with 1 year experience in the relevant discipline.</p>	Rs. 15,000/- to Rs. 25,000/- p.m.	1 year (Renewable upto 3 years based on performance and requirement)

			15. To ensure calibration of machinery / equipment and maintain record.			
02	Asst. Hostel Supervisor cum I/C Hostel hostellers affairs	01	<ol style="list-style-type: none"> <li>1. To assist daily Hostel needs and manage general activities.</li> <li>2. To make and obtain approval of Hostel Discipline Rules from Centre Head.</li> <li>3. To ensure discipline of hostellers and anti-ragging prohibition act.</li> <li>4. To ensure timely serving of hygienic and nourishing food to hostellers and ensure food safety rules.</li> <li>5. To form various hostel committees including food committee, from amongst hostellers for smooth functioning of hostel activities.</li> <li>6. To allot room to students.</li> <li>7. To monitor student activities and communicate to their parents for irregular students.</li> <li>8. To monitor housekeeping and security services of the hostel premises.</li> <li>9. To provide support to Admin-in-charge for maintenance of required registers and documents.</li> <li>10. To mark attendance of student etc.</li> <li>11. To maintain database of hostellers.</li> <li>12. To monitor cleanliness, hygiene and sanitation of hostel premises including cooking and dining area of students mess, and activities related to electricity and water.</li> <li>13. Maintenance of facilities and provisions of the students' Hostel, welfare of hostellers.</li> <li>14. To monitor smooth functioning of Mess / Canteen facility and general activities related thereto.</li> <li>15. To maintain indoor/outdoor game materials.</li> <li>16. To arrange medical check-up in the hostel premises.</li> <li>17. To ensure safety norms in the hostel premise.</li> <li>18. To maintain inward/ outward registers for visitors/ parents/guests.</li> <li>19. To ensure ISO QMS in the hostel and maintain records.</li> <li>20. To display circulars, notifications of CIPET /</li> </ol>	<p>Full time First Class Graduate in any discipline with working knowledge in computer.</p> <p>Minimum 5 years post qualification experience in any students Hostel activities. Preference will be given to the Ex. Service Man.</p> <p>Should have good oral and written communication skills.</p>	Rs. 20,000/- To Rs.30,000/- p.m.	1 year (Renewable upto 3 years based on performance and requirement)

			Govt. of India on various matters, properly. 21. Students disciplinary proceeding etc.			
03	Data Entry Operator (Customer Relationship)	01	<ol style="list-style-type: none"> <li>1. Distribution of pamphlet</li> <li>2. Interaction with candidates and customers.</li> <li>3. Explaining about skill development skill programme being run at centre</li> <li>4. Attending all queries of the candidates.</li> <li>5. Attending all queries of the customer.</li> <li>6. Receiving complaint, succession, information, letters, requests etc.</li> <li>7. Collecting KYC from the candidate</li> <li>8. Arranging appointment with CIPET officials</li> <li>9. Receiving and verifying documents Follow-up through phone calls.</li> <li>10. Proficiency in sending information through mail, message, SMS, social media</li> <li>11. Maintenance of records and filing documents</li> <li>12. Placement tracking.</li> </ol>	<p>Full time Graduation with basic knowledge of computer</p> <p>Should be capable to speak/read/write in the regional language besides English language.</p> <p>Proficiency in typing work and sending information through SMS, E-mail, Social media and using mail merge, etc.</p> <p>Proficiency in customer serviceskills.</p>	Rs. 12,000/- to Rs. 20,000/- p.m.	1 year (Renewable upto 3 years based on performance and requirement)
04	Data Entry Operator (Skill Training)	01	<ol style="list-style-type: none"> <li>1. Drafting and releasing advertisements in newspaper(s) for mobilization of candidates.</li> <li>2. Providing typing assistance to the Screening /Selection Committee.</li> <li>3. Documentation, record keeping w.r.t. distribution of training kits to the trainees.</li> <li>4. Assistance for organising course inaugural / valedictory function.</li> <li>5. Assisting for placement activities.</li> <li>6. Documentation, record keeping w.r.t. distribution of certificates to the trainees on conclusion of training programme.</li> <li>7. Maintaining documents received from the candidates.</li> <li>8. Maintaining registration forms.</li> <li>9. Uploading candidate details in skill India, sponsor websites. Plan and preparing skill</li> </ol>	<p>At least senior secondary pass out; preferably a full time graduate in any discipline from recognized University/ Institute.</p> <p>Should be well versed with MS-Office (word, excel, power-point). Sufficient knowledge of Mail wizard.</p>	Rs. 15,000/- to Rs. 20,000/- p.m.	1 year (Renewable upto 3 years based on performance and requirement)

			<p>programme details.</p> <p>10. Programme schedule for theory and practical classes.</p> <p>11. Distribution of books as per NSQF syllabus.</p> <p>12. Implementation of Biometric attendance.</p> <p>13. Preparation of monthly progress report to H.O.</p> <p>14. Preparation of MPR to centre In-charge.</p> <p>15. Preparation of candidate attendance.</p> <p>16. Distribution of stipend to the eligible candidates.</p> <p>17. Preparation of course completion certificates.</p> <p>18. Maintaining of course certificate issue register.</p> <p>19. Preparation of proposals, Invoices, etc.</p> <p>20. Preparation of list of short-listed candidates after counselling.</p> <p>21. Compilation of report and onward submission.</p>			
05	Instructor (Skill Development:Soft Skills)	01	To conduct spoken English & personality development classes for VTC Students	Full time Graduate in English (Hons) with1 year experience in the relevant area.	Rs. 20,000/- to Rs. 30,000/- p.m.	1 year (Renewable upto 3 years based on performance and requirement)
06	Consultant :IT & Networking	01	Day-to-day activities pertaining to installation, functioning and maintenance of IT & networking infrastructure of the Centre	Full time Degree or Diploma in IT and Networking or allied fields with minimum two years' experience in installation,functioning and maintenance of IT & Networking infrastructure at any reputed organisation.	Rs. 20,000/- to Rs. 30,000/- p.m.	1 year (Renewable upto 3 years based on performance and requirement)
07	Helper / MTS	10	Multiple assistance/helping in the office/ hostel/lab/ workshop/class room etc.	Minimum 8 <sup>th</sup> Std. pass	Rs. 10,000/- to Rs. 15,000/- p.m.	