

Proforma for proposal for engagement of manpower on contract through manpower agency against Job order basis

S. No.	Name of Service to be procured (as per details of column - 2 of Schedule - I of Part-B)	No. of Manpower Required	Nature of the duty to be performed by the contractually engaged manpower (as per details of column - 3 of Schedule-I of Part-B)	Minimum education qualification with experience (as per details of column - 4 of Schedule-I of Part-B)	Remuneration range / Consolidated Remuneration to be paid per month (as per details of column - 5 of Schedule-I of Part-B)	Tenure (in years) (as per details of column - 6 of Schedule-I of Part-B)
1	Data Entry Operator (Skill Training)	1	<ol style="list-style-type: none"> 1. Drafting and releasing advertisement in newspaper(s) for mobilization of candidates. 2. Providing typing assistance to the Screening / Selection Committee. 3. Documentation, record keeping w.r.t distribution of training kits to the trainees. 4. Assistance for organising course inaugural / calendar function. 5. Assisting for placement activities. 6. Documentation, record keeping w.r.t. distribution of certificates to the trainees on conclusion of training programme. 7. Maintaining registration forms. 8. Maintaining registration details. 9. Uploading Candidate details in skill India, Sponsor websites. Plan and preparing Skill programme details. 10. Programme schedule for theory and practical classes. 11. Distribution of books as per NSQF syllabus. 12. Implementation of Biometric attendance. 13. Preparation of Monthly progress report to H.O. 14. Preparation of MPR to Centre In-Charge. 15. Preparation of candidate attendance. 16. Distribution of stipend to the eligible candidates. 17. Preparation of course completion certificates. 18. Maintaining of Course Certificate issue register. 19. Preparation of proposals, invoices, etc. 20. Preparation of List of Short-listed candidates after counselling. 21. Compilation of report and onward submission. 	<p>Minimum qualifications & Experience</p> <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, excell, power-point).</p> <p>Sufficient knowledge of Mail wizard.</p> <p>Good Communication skill in English and regional language of the state</p> <p>Good presentation skills.</p> <p>Knowledge of English Typing, preferably supported by a certificate of proficiency</p>	Rs. 15,000/- to Rs. 25,000/- p.m.	1 Year (Renewable upto 3 Years based on performance and requirement)
2	Data Entry Operator (Hindi)	9	To assist with all official correspondence and documentation in Hindi and Hindi Typing. Any other task as assigned by the Centre Head / In-Charge of the Concerned Department.	<p>Minimum qualifications & Experience</p> <p>Full time Graduate in Hindi (Hons) Proficiency in Hindi typing 1 Year experience</p>	Rs. 15,000/- to Rs. 25,000/- p.m.	1 Year (Renewable upto 3 Years based on performance and requirement)
3	Helper / MTS	5	Multiple assistance / helping in the office/ hostel/lab/workshop/class room etc.	Minimum 8th Std. Pass	Rs. 10,000/- to Rs. 15,000/- p.m.	1 Year (Renewable upto 3 Years based on performance and requirement)
4	Consultant (IT & Networking)	1	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)
5	Instructor Skill Development: Soft Skills	5	To Conduct Spoken English & Personality development classes for VTC Students	Minimum Qualifications & Experience Full time Graduate in English (Hons) with 1 Year experience in the relevant discipline.	Rs. 20,000/- to Rs. 30,000/- p.m.	1 Year (Renewable upto 3 Years based on performance and requirement)

Proforma for proposal for engagement of manpower on contract through manpower agency against Job order basis

S. No.	Name of Service to be procured (as per details of column - 2 of Schedule-I of Part-B)	No. of Manpower Required	Nature of the duty to be performed by the contractually engaged manpower (as per details of column - 3 of Schedule-I of Part-B)	Minimum education qualification with experience (as per details of column - 4 of Schedule-I of Part-B)	Remuneration range / Consolidated Remuneration to be paid per month (as per details of column - 5 of Schedule-I of Part-B)	Tenure (In Years) (as per details of column - 6 of Schedule-I of Part-B)
6	Shop Floor / Work Shop Attendants (Testing/ Processing/ Tooling & CAD/CAM / Skill Training)	16	<ol style="list-style-type: none"> 1. To Execute production / Job order as per the Instruction of HOD's and as per ISO QMS. 2. To operate relevant machinery in the laboratory/ computer lab/shop floor. 3. To Mobilize and counsel Students. 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. 5. To impart practical training to students. 6. To maintain and monitor attendance of students as per ISO QMS. 7. To maintain and fill mandatory registers and formats as per ISO QMS. 8. To assist in routine laboratory works/ computer labs/ shop floor works. 9. To assist in daily needs of CIPET Center and management of general activities assigned in the department or section, maintenance of records as per the audit requirement. 10. To Ensure Cleanliness of all machinery and shop floor/lab/workshop. 11. To label code properly and display of specifications in the machinery / equipment. 12. Regular maintenance of M/c, equipment for preventive and breakdown maintenance. 13. To ensure availability of safety kits/ poster display/ brochure etc. 14. To follow and ensure safety rules and guidelines for machinery / equipment / Lab and workshop premises. 15. To ensure calibration of machinery / equipment and maintain records. 	<p>Minimum Qualifications & Experience 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>	<p>Rs. 15,000/- to Rs. 25,000/- p.m.</p>	<p>1 Year (Renewable upto 3 Years based on performance and requirement)</p>
7	Care Taker (VTC Hostel)	2	<ol style="list-style-type: none"> 1. To assist daily hostel needs and arrange general activities. 2. To make and obtain approval of Hostel Discipline Rules from Centre Head. 3. To ensure discipline of Hostellers. 4. To ensure timely serving of hygienic and nourishing food to hostellers. 5. To form various hostel committees including food committee, from amongst hostellers for smooth functioning of hostel activities. 6. To allot room to students. 7. To monitor student activities. 8. To monitor housekeeping and security services for the Hostel premises. 9. To provide support to Admin-in Charge for maintenance of required register and documents. 10. To mark attendance of student etc. 11. To maintain database of Hostellers. 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. 13. To maintain facilities and provisions of the Students hostel welfare of hostellers. 14. To Monitor smooth functioning of mess / canteen facility and general activities related thereto. 15. To maintain indoor/outdoor game materials. 16. To arrange medical checkup in the hostel premises. 	<p>Minimum Qualifications: Full time Degree/Diploma in any Discipline. (preferably able to speak/read/write in the regional language)</p>	<p>Rs. 15,000/- to Rs. 25,000/- p.m</p>	<p>1 Year (Renewable upto 3 Years based on performance and requirement)</p>

Proforma for proposal for engagement of manpower on contract through manpower agency against Job order basis

S. No.	Name of Service to be procured (as per details of column - 2 of Schedule-I of Part-B)	No. of Manpower Required	Nature of the duty to be performed by the contractually engaged manpower (as per details of column - 3 of Schedule-I of Part-B)	Minimum education qualification with experience (as per details of column - 4 of Schedule-I of Part-B)	Remuneration range / Consolidated Remuneration to be paid per month (as per details of column - 5 of Schedule-I of Part-B)	Tenure (In Years) (as per details of column - 6 of Schedule-I of Part-B)
8	Lab Instructor (OLC & HLC) + (Chemistry/ Physics/ Electrical & Electronics/ Computer Sc./ Chemical Engg. Or any other Lab / Workshop as per the Syllabus)	11	<ol style="list-style-type: none"> 1. To ensure cleanliness of laboratory space and operational functioning of machine and equipment of laboratory. 2. To conduct tests/ Practical as per standards/ SOP and to make entries test of results in required documents. 3. To perform data entry on computer and prepare test reports. 4. To enforce all possible measure for prevention of ragging in the premises of the institute and act in accordance with AICTE/UGC guidelines and other legal provisions. 5. To demonstrate the lab equipments. 6. To conduct practical classes as per syllabus, schedule and ISO QMS. 7. To maintain equipment in proper working conditions in laboratory/ workshop. 8. To perform all other duties and responsibilities as per the instruction of HOD's and maintenance of records as per audit requirements. 9. To Maintain and update the log sheets regularly. 10. To report to IC immediately about any defect or non-functioning of test equipment or machinery. 11. To maintain records and registers pertaining to the assigned lab as per ISO and other applicable standards. 12. To ensure safe-custody, documentation and disposal of test samples as per applicable norms and provisions. 13. To ensure confidentiality of test results. 14. To ensure availability of all equipment/machines/spares as per syllabus/ affiliating university norms. 15. To label/code properly and display of specifications in the machinery / equipment. 16. Regular maintenance of Mic. equipments for preventive and break down maintenance. 17. To assist/ Impart practical training to students. 18. To ensure availability of safety kits/ poster display/ brochure etc. 19. To follow and ensure safety rules and guidelines for machinery/ equipments/ lab and work shop premises as per Govt norms. 20. To ensure calibration of machinery / equipment and maintain records. 21. To maintain practical record note with regular updation. 	<p>Minimum Qualifications & Experience relevant discipline.</p> <p>01 Year relevant post qualification experience. Practical workshop skills, as evident by knowledge of instruments and devices used within the laboratory, and other workshop tools and equipment.</p> <p>Strong troubleshooting and technical problem-solving skills.</p> <p>Strong oral and written communication skills.</p> <p>A high degree of computer literacy and demonstrated ability to integrate technology in the workplace.</p> <p>Perform teaching assignments as required.</p>	Rs. 20,000/- to Rs. 30,000/- p.m.	1 Year (Renewable upto 3 Years based on performance and requirement)