

## 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"> <li>Drafting and releasing advertisement in newspaper(s) for mobilization of candidates.</li> <li>Providing typing assistance to the Screening / Selection Committee.</li> <li>Documentation, record keeping w.r.t distribution of training kits to the trainees.</li> <li>Assistance for organising course inaugural / calendar function.</li> <li>Assisting for placement activities.</li> <li>Documentation, record keeping w.r.t. distribution of certificates to the trainees on conclusion of training programme.</li> <li>Maintaining registration forms.</li> <li>Maintaining registration details.</li> <li>Uploading Candidate details in skill India, Sponsor websites. Plan and preparing Skill programme details.</li> <li>Programme schedule for theory and practical classes.</li> <li>Distribution of books as per NSQF syllabus.</li> <li>Implementation of Biometric attendance.</li> <li>Preparation of Monthly progress report to H.O.</li> <li>Preparation of MPR to Centre In-Charge.</li> <li>Preparation of candidate attendance.</li> <li>Distribution of stipend to the eligible candidates.</li> <li>Preparation of course completion certificates.</li> <li>Maintaining of Course Certificate issue register.</li> <li>Preparation of proposals, invoices, etc.</li> <li>Preparation of List of Short-listed candidates after counselling.</li> <li>Compilation of report and onward submission.</li> </ol>	<p><b>Minimum qualifications &amp; Experience</b></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.	<b>Minimum qualifications &amp; Experience</b> Full time Graduate in Hindi (Hons) Proficiency in Hindi typing 1 Year experience	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)

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6	Shop Floor / Work Shop Attendants (Testing/ Processing/ Tooling & CAD/CAM / Skill Training)	16	<ol style="list-style-type: none"> <li>1. To Execute production / Job order as per the Instruction of HOD's and as per ISO QMS.</li> <li>2. To operate relevant machinery 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 Center 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 breakdown 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 workshop premises.</li> <li>15. To ensure calibration of machinery / equipment and maintain records.</li> </ol>	<p>Minimum Qualifications &amp; Experience Full time B.Sc / Diploma /ITI in the relevant discipline. 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"> <li>1. To assist daily hostel needs and arrange 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.</li> <li>4. To ensure timely serving of hygienic and nourishing food to hostellers.</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.</li> <li>8. To monitor housekeeping and security services for the Hostel premises.</li> <li>9. To provide support to Admin-in Charge for maintenance of required register 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. To maintain 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 checkup in the hostel premises.</li> </ol>	<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>

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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"> <li>1. To ensure cleanliness of laboratory space and operational functioning of machine and equipment of laboratory.</li> <li>2. To conduct tests/ Practical as per standards/ SOP and to make entries test of results in required documents.</li> <li>3. To perform data entry on computer and prepare test reports.</li> <li>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.</li> <li>5. To demonstrate the lab equipments</li> <li>6. To conduct practical classes as per syllabus, schedule and ISO QMS.</li> <li>7. To maintain equipment in proper working conditions in laboratory/ workshop.</li> <li>8. To perform all other duties and responsibilities as per the instruction of HOD's and maintenance of records as per audit requirements.</li> <li>9. To Maintain and update the logg sheets regularly.</li> <li>10. To report to IC immediately about any defect or non-functioning of test equipment or machinery.</li> <li>11. To maintain records and registers pertaining to the assigned lab as per ISO and other applicable standards.</li> <li>12. To ensure safe-custody, documentation and disposal of test samples as per applicable norms and provisions.</li> <li>13. To ensure confidentiality of test results.</li> <li>14. To ensure availability of all equipment/machines/spares as per syllabus/ affiliating university norms.</li> <li>15. To label/code properly and display of specifications in the machinery / equipment.</li> <li>16. Regular maintenance of Mic. equipments for preventive and break down maintenance.</li> <li>17. To assist/ Impart practical training to students</li> <li>18. To ensure availability of safety kits/ poster display/ brochure etc.</li> <li>19. To follow and ensure safety rules and guidelines for machinery/ equipments/ lab and work shop premises as per Govt norms.</li> <li>20. To ensure calibration of machinery / equipment and maintain records.</li> <li>21. To maintain practical record note with regular updation.</li> </ol>	<p>Minimum Qualifications &amp; Experience Full time First class Graduate / Diploma in the 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)