



The Bharat Scouts and Guides

National Headquarters

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Circular No.: 63/2021

Date : 25th May, 2021



To
All the State Secretaries,
State Associations of
The Bharat Scouts and Guides,
INDIAN UNION

SUB: SITUATION VACANT FOR DDU-GKY PROJECT

Dear Sir/Madam,

Greetings from the Bharat Scouts and Guides, National Headquarters, New Delhi

The Bharat Scouts and Guides being the Project Implementing Agency for execution of the DDU-GKY project, allotted in Haryana and Uttar Pradesh. Contractual posts as mentioned below are required to be filled for various locations for the said project. The interview of the shortlisted candidates will be held virtually between 15th – 20th June 2021.

The recruitment in the project is on fully contractual basis and as per the norms of the project. The details of the posts are as follows:

Sl. No	Position Name	No. of Positions	Qualification & Experience	Roles & Responsibilities	Salary / Month
1	MIS Head	1	<ul style="list-style-type: none">B.Sc./BCA/Graduation or Masters in Computer with min. 2 years of experience in DDUGKY in relevant position.Must have good hold of English and Hindi Language and Communication.Candidates with commerce/accounts background will be given preference.E-SOP certified	<ul style="list-style-type: none">Responsible for collating data from all centres operating under a specific vocational training project.Maintain Record of all the certification process.Ensure relevant data on website is updated through internal ERP system.Responsible for providing success case study from centres through regular follow-up.Develop understanding for all MIS based requirements based on project guidelines and other documents.Prepare and submit daily, weekly, monthly, quarterly, semi-annually and yearly reports as per prescribed reporting formats following deadlines.Help in tracking the	20-40K

				<p>candidate across different centres.</p> <ul style="list-style-type: none"> • Assist in maintaining overall record of different reports from different centres. • Provide assistance to all documentation using Word, Excel, Visio and PowerPoint utilities. • Provide support in day-to-day activities of project requirement. • Maintaining all SF with cross checking. • All candidates' details should be updated on Kaushal Bharat, Kaushal Panjee or any other portal as per requirement. 	
2	Center In-Charge	1	<ul style="list-style-type: none"> • Min. 2 year of Exp. of implementation of DDUGKY project at Center Level. • DDUGKY Experience Mandatory. • Excellent track record of DDUGKY project. • E-SOP certified. 	<ul style="list-style-type: none"> • Oversees daily centre operations and coordinates center activities through assigned staff, prioritizes and delegates work activities. • Controls expenditures in accordance with budget allocations, manages equipment and resources of the centre. • Ensuring that training targets are met. • Prepares project compliance reports, progress reports, and any other reports expected by the management. • Collaborate, integrate and monitor staff performance, providing effective leadership to the SDC staff • Ensuring quality training delivery by all trainers to the beneficiaries within the time frame. • Ensuring periodic assessments and certifications of trainees. • Consistently monitor the skill environment and notifications issued by the authorities and ensure its implementation 	20-30 k

				<p>accordingly.</p> <ul style="list-style-type: none"> • Maintain all record of internal and external inspection. • Sending daily activities reports to Project Head. • Responsible for coordinating the placement of the trainees • Ensuring all the programs operate in alignment with respective Standard Operating Procedure (SOP). 	
3	Placement Head	1	<ul style="list-style-type: none"> • Min. 3 year of exp. In the relevant profile. • DDUGKY Experience Mandatory. • Excellent track record of DDUGKY project. • E-SOP certified 	<ul style="list-style-type: none"> • Career Counseling of the Candidates during the Training Period - (One to One/Mass Counseling) - 3 Saturdays in a Month • Arranging Industry Expert Sessions (External) to Motivate the Candidates • Arranging Local industry visits for better understanding the JOB roles during training period • Liasoning & tie up with potential and existing Corporates for Placement. • Ensuring 100% documents collection (Offer Letters/Pay Slips/Bank Statements/Other docs) as per SOP. • Check the Career Progression of the Candidates. • Ensures that candidates get all the entitlements during OJT/Placement as specified by the SOP like PPS/To & Fro complying with the SOP financial terms and documentation needs 	20-30 k
4	Warden (Female)	1	<ul style="list-style-type: none"> • Min. 2 year of exp. In relevant Field. • Retired or having 10 years' experience as warden <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • 5 years' experience as hospitality manager will be given preference. 	<ul style="list-style-type: none"> • Will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture. • Will order locking of rooms of resident students and 	15-20 k

				<p>their re-opening, when required</p> <ul style="list-style-type: none"> • She will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel in consultation with/ upon the advice of the center in-charge. • Will supervise the work of the sanitation staff, keep a control over their attendance and maintain the Attendance Register. • With the assistance of the Mess Committee, She will supervise the functioning of the mess and the working of the Mess Managers/Supervisors, Cooks and Helpers under her charge. • Will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared. • Will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals. • Need to help the operation department in other office works in her free time or as and when assigned. • Must volunteer in case of any emergency situation at the SDC. 	
5	Domain Trainer – Fashion Designer	1	<ul style="list-style-type: none"> • Diploma of minimum 1-year duration. • ITI /Graduate in the relevant trade with 2 years of experience in relevant industry (e.g.: designing and manufacturing of garments). • Must have good hold of English and Hindi Language and Communication. 	Teaching the relevant subject as per the TLM certified, continuous feedback from students, conduct weekly and bi- weekly tests.	25K
6	Domain Trainer – Sampling Tailor	2	<ul style="list-style-type: none"> • Diploma of minimum 1-year duration. • ITI /Graduate in the relevant trade with 2 years of experience in relevant industry (e.g.: 	Teaching the relevant subject as per the TLM certified, continuous feedback from students, conduct weekly and bi- weekly tests.	20K

			<p>designing and manufacturing of garments). Must have good hold of English and Hindi Language and Communication.</p> <p>OR</p> <p>10th pass with 6 years supervisory experience in relevant trade (e.g.: head of sampling dept. with experience of various sewing machines etc).</p> <p>OR</p> <p>Certificate in relevant trade of minimum 6 months duration with 4 years of Industry Experience (e.g.: garment manufacturing technology)</p>	
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- **Extra preference will be given to candidates from Scouting/Guiding background & E-SOP/TOT certified.**
- **All Positions mentioned above are transferable to any part of India.**
- **Salary negotiable depending upon overall experience & expertise.**

Interested candidates may submit their details on or before **10th June, 2021** through google link. <https://forms.gle/C57o27LZYnfUNuAS9>

Thanking you,

Yours Sincerely,


For **DIRECTOR**

Copy to:-

1. All the NHQ Office Bearers of the Bharat Scouts and Guides, National Headquarters.
2. Chairman/Secretary, Railway Scout and Guide Board, Rail Bhawan, New Delhi.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shahid Jeet Singh Marg, New Delhi – 110016.
4. The Commissioner, Navodaya Vidyalaya Samiti, Institutional Area, B-15, Sector-62, Noida-201309, Uttar Pradesh
5. All the District Secretaries, District Association of Dammam, Riyadh, Muscat and Jamiat Youth Club.