

Gram Swawlambi Swadesi Swaraj Foundation

(G3S FOUNDATION)

Registered under The Societies Registration Act, 1860

All India Level Societies Regd. No . ROS/North/ALP/11/2016

600-601,Ground Floor, Village - Alipur, Landmark: Near Mini Stadium,Delhi-110036

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|Website: g3sfoundation.org

DATE-22nd November, 2018

ENGAGEMENT CIRCULAR

Subject: Engagement of Teacher Cum Facilitator, Block Project Coordinator (Junior Manager), District Project Coordinator (Senior Manager), Caretaker in Gram Swawlambi Swadeshi Swaraj Foundation (G3S Foundation) on contract basis.

- **Teacher Cum Facilitator – 2670 Posts**

**STIPEND: 8,000 Rs Monthly + TRAVELLING ALLOWANCES +
ACCOMADATION AT BLOCK OFFICE + FOOD AT OFFICE**

Eligibility

- 12th pass (Any Stream) from a recognized Board.
 - Minimum Knowledge of Social Policies of Bihar Government.
 - Knowledge of basic computer operation and Smart Phone.
 - Knowledge of His/ Her Own Block.
 - Comfortable with Childers of Age 6 To 12 Years.
 - Adaptive in Human Nature.
- **Block Project Coordinator (Junior Manager) – 534 Posts**

**STIPEND: 10,000 Rs Monthly + TRAVELLING ALLOWANCES +
ACCOMADATION AT BLOCK OFFICE + FOOD AT OFFICE**

Eligibility:

- i. Graduate from a recognized university.
- ii. Average Knowledge of Social Policies of Bihar Government.
- iii. Knowledge of basic computer operation and Smart Phone.
- iv. Knowledge of His/ Her Own District.
- v. Team Coordination.
- vi. Average Contact with Local Authorities.
- vii. Ability to Lead Teacher Cum Facilitator.

- District Project Coordinator (Senior Manager) – 60 Posts

**STIPEND: 20,000 Rs Monthly + TRAVELLING ALLOWANCES +
ACCOMADATION AT PATNA OFFICE + FOOD AT OFFICE**

Eligibility:

- i. Graduate from a recognized university.
- ii. Excellent Knowledge of Social Policies of Bihar Government.
- iii. Knowledge of Excellent computer operation and Smart Phone.
- iv. Knowledge of His/ Her Own District.
- v. Team Coordination and Networking Skill.
- vi. Good Contact with District Authorities.
- vii. Ability to Lead Block Project Coordinators (Junior Manager).
- viii. Effective communication Skill, Task Oriented, Multi Tasking, Leadership Skill.

- MTS -534 Posts

**STIPEND: 6,000 Rs Monthly + TRAVELLING ALLOWANCES +
ACCOMADATION AT BLOCK OFFICE + FOOD AT OFFICE**

Eligibility:

- i. Cooking, Cleaning.
- ii. At least Read and Write Hindi Language.

2. Period of appointment

The period of contractual appointment will be for 11 month, subject to satisfactory performance. If the Performance is not found satisfactory at any point of time, the competent Authority shall discharge without disclosing any reason.

3. Age Limit:

The maximum age of the applicant as on the closing date of receipt of applications shall not be more than 30 years.

4. Pay and allowances:

The consolidated monthly Stipend shall be fixed according to the satisfaction of the performance prescribed at the time of engagement on contract basis.

No other allowance like Dearness Allowances, Provident Fund, Medical Facility etc. shall not be given apart from the consolidated fixed monthly Stipend.

5. Documents to be submitted at the time of application

- (i) Application in the prescribed format as per Annexure-1.
- (ii) Self –attested photocopies of the educational qualifications.
- (iii) Self –attested photocopies of the PAN Card, AadhaarCard and proof of the residential address (in case the local residential address given in the application is different from the address shown in the Aadhar Card).
- (iv) Self attested Copy of Bank Account.
- (v) Self –attested photocopies of the experience certificate (if any).

6. General terms and conditions for engagement, to

- (i) The personnel will not be entitled to any regular leave expect casual Leave on pro rata basis.
- (ii) The personnel shall not undertake any other assignment during the period of Engagement.
- (iii) The personnel shall submit Police Clearance/Verification Certificate within one month from the date of Engagement on the contract basis in the G3S Foundation.
- (iv) The normal working days of working are Monday to Saturday (except (2nd Saturday).However, the personnel may be called on Saturday and other holidays if required. They shall not be entitled to any compensatory leave in lieu thereof.

- (v) During the period of assignment with the Gram Swawlambi Swadeshi Swaraj Foundation(G3S Foundation) ,it is likely that the personnel may come across certain information of importance or of confidential in nature. They would, therefore, be subject to the provisions of the Indian official Secrets Act, 1923, not only during the period of their assignment,but also thereafter. More importantly, they will not divulge any information gathered by him/her during the period of his/her assignment to anyone unless authorized by the competent authority to do so.
- (vi) On selection the personnel will be required to submit an “Membership Form” before engagement as_____prescribed in the Annexure-II

7. RIGHTS OF G3S FOUNDATION

The G3s reserves the right not to fill up or all above posts.

8. APPLICATION FORM

The application in the prescribed perform (Annexure-1), complete in all respect may be sent to the undersigned at the aforesaid address long with all the necessary documents on or before 15th January,2019. The application incomplete in any respect and/or received without any of the necessary documents as mentioned in this vacancy circular are liable to be rejected.

9. The candidate engaged on Engagement basis shall have no right whatsoever to claim like a regular employee in the G3S FOUNDATION against the post to which they have been selected. The engagement on contractual basis will be on full time basis and they shall not be permitted to take up any other assignment during the period of engagement with the G3S Foundation.

10. The vacancy circular along with Annexures I and II can be downloaded from the website of the G3S FOUNDATION.

11. NOTE- This is not a contract between parties, and the candidates cannot claim employer and employee relationship in future.

12. This engagement is totally voluntary in nature.

13. In the case of any dispute between candidate and Foundation, the jurisdiction will be considered in the territory of Delhi.

Nazia Nisar
Secretary

ANNEXURE-1

Application for the post of :



1. Name:
2. Date of Birth:
3. Mobile Number:
4. Email Address:
5. Permanent residential Address:
6. Address for communication:
7. Education Qualification:
8. Details of Knowledge in computer:
9. Employment Details:
10. Total Work experience:
11. Total work experience in Education:
12. Additional Information (if any):

I hereby declare that the participants furnished above are true and correct to the best of my knowledge and belief. If any information is found incorrect at any point of time, I understand that my employment will be terminated with immediate effect. In addition, the G3S Foundation shall be at liberty to take any other action as per the law for furnishing the false information by me.

Signature of Applicant with date