



Dr. Babasaheb Ambedkar Research and Training Institute (BARTI), Pune

(An Autonomous Institute of the Dept. of Social Justice and Special Assistance, Govt. of Maharashtra)

Email: directorbarti@gmail.com Website: www.barti.maharashtra.gov.in

CALL FOR APPLICATION

This Institute is in need of following Human Resource, purely on contract basis, for a period of 11 months which is extendable in case of deserving candidates. Applications are invited from eligible Candidates along with their Presentations, etc. Required number of Human Resource personal and Consolidated Honorarium is as under:

Sr.No.	Human Resource Position	No. of Positions: Reservation & Open	Consolidated Honorarium (Per Month)
1.	Chief Project Director [The SCs & STs (Prevention of Atrocities) Act]	1 (One)	Rs. 70,000/-
2.	Assistant Project Director [The SCs & STs (Prevention of Atrocities) Act]	3 (Three) 1-SC, 1-ST, 1-Open	Rs. 33,350/-
3.	Project Director (Skill Development)	1 (one)	Rs. 55,545/-
4.	Assistant Project Director (Skill Development)	4 (Four) 1-ST, 1-OBC 2-OPEN	Rs. 33,350/-
5.	Project Officer (Skill Development)	6 (Six) 1-SC, 1-ST, 1-OBC, 1-VJNT, 2-Open	Rs. 25,000/-
6.	Project Manager (Caste Scrutiny Cases Scanning, Digitization, Indexing and Archiving Project)	3 (Three) 1-OBC, 2-Open	Rs. 48,300/-
7.	Assistant Project Manager (Caste Scrutiny Cases Scanning, Digitization, Indexing and Archiving Project)	6 (Six) 1-SC, 1-ST, 1-OBC, 1-VJNT, 2-Open	Rs. 29,300/-
8.	Project Director (Coaching Classes)	1 (One)	Rs. 55,545/-
9.	Assistant Project Director (Coaching Classes)	2 (Two)	Rs. 33,550/-
10.	Counsellor (Coaching Classes)	1 (One)	Rs. 25,000/-

The details regarding Essential Qualifications, Roles and Responsibilities, Application form, etc. are available on the website www.barti.maharashtra.gov.in click on "Notice Board" > **HR-MAY-2015.**

Last date of receipt of application 20th May, 2015.

Advt/EST/02/05/2015/109

Director General, BARTI.

Position	:	Chief Project Director [SCs & STs (Prevention of Atrocities) Act].
No. Required	:	1 (One)
Honorarium	:	Rs. 70,000/- (Per Month, Consolidated)
Essential Qualifications	:	<p style="text-align: center;"><u>CATEGORY A</u></p> <ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognised University in India / B.E / MBBS / MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. Seven years working experience in Govt. / Semi-Govt. / Non-Government Organisations on prevention of atrocities on SCs / STs. 3. Knowledge of Teachings of Gautam the Buddha, Dr. Babasaheb Ambedkar, Mahatma Jyotiba Phule, Rajarshi Chhatrapati Shahu Maharaj, Lokshahir Annabhau Sathe, Sant Kabir, Kranti jyoti Savitribai Phule, Maharaja Sayajirao Gaekwad, Karamveer Dadasaheb Gaikwad and other Social Reformers. 4. Knowledge of TNAs and documentation of the same, designing the training modules, reading material, and Capacity Building of different stake holders. 5. Knowledge of development of Training Modules related to key issues in the field of Equity, Social Justice, Brotherhood, Removal of Caste bias & Superstitions, and the related fields. 6. Competency in Computer operations. <p>Note : Experience at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class I (Group A) officer from Government of Maharashtra or undertaking or Autonomous Institute of Government of Maharashtra or from Government of India or GOI undertaking or

	<p>Autonomous Institute of Government of India.</p> <ol style="list-style-type: none"> 2. Seven years working experience in Govt. / Semi-Govt. / Non-Government Organisations on prevention of atrocities on SCs / STs. 3. Knowledge of Teachings of Gautam the Buddha, Dr. Babasaheb Ambedkar, Mahatma Jyotiba Phule, Rajarshi Chhatrapati Shahu Maharaj, Lokshahir Annabhau Sathe, Sant Kabir, Krantijyoti Savitribai Phule, Maharaja Sayajirao Gaekwad, Karamveer Dadasaheb Gaikwad and other Social Reformers. 4. Knowledge of TNAs and documentation of the same, designing the training modules, reading material, etc. for Capacity Building of different stake holders. 5. Knowledge of development of Training Modules related to key issues in the field of Equity, Social Justice, Brotherhood, Removal of Caste bias & Superstitions, and the related fields. 6. Competency in Computer operations. <p>Note : Experience at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</p>
<p>Role and Responsibilities</p>	<p>: [Act hereunder means SCs and STs(Prevention of Atrocities) Act, 1989]</p> <ol style="list-style-type: none"> 1. Head the Cell, for Prevention of Atrocities on SCs& STs, in BARTI and lead the team. 2. Documentation of Atrocities cases on SCs/STs and recommendation for steps to avoid the instances of atrocities. 3. Assist DG, BARTI implementation of very important and highly ambitious "Samatadoot" Project. 4. Research and documentation as how to change the mindset of people on Caste bias and publication of the same. 5. Awareness campaigns against caste bias and about the law against caste discrimination and the Act in particular. 6. Organizing workshops, conferences, lecture series, trainings, etc. of various stake holders, on removal of caste bias and superstitions and proper implementation of SCs& STs Prevention of Atrocities Act. 7. Awareness and education campaigns on removal of caste bias and superstitions and for that development of various articles, literature, materials for print and

	<p>electronic media.</p> <ol style="list-style-type: none">8. Training Need Analysis (TNA) of Police Officers, Judges, Public Prosecutor, NGOs / Social Workers, Samatadoot, etc. for their Capacity Building for better implementation of Act.9. Development of Reading material for police officers, public prosecutors and Judges, for better implementation of the Act.10. Develop the time table, course contents, the Training Modules for capacity building programmes of various stake holders.11. Interact with Public Prosecutors and study the progress in prosecution processes and recommend the remedial measures for speedy trial.12. Recommend to the related govt. functionaries / NGOs / Local Self Govts. / Elected Representatives / Local Social Workers for the peace and harmony in various sections of society, particularly after atrocities cases and conflict developed if any.13. Coordinate with the NGOs & Social workers and create good networking in the state to avoid atrocities on SCs or STs.14. Tie up & coordinate with Maharashtra Judicial Academy and other Training Institutes and organize training courses of designated Judges, Police Officials & other stake holders.15. Other Roles & Responsibilities given by the DG, BARTI.
--	--

Position	:	Assistant Project Director [SCs & STs (Prevention of Atrocities) Act]
No. Required	:	3 (Three) 1-SC, 1-ST, 1-Open
Honorarium	:	Rs. 33,350/- (Per Month, Consolidated)
Essential Qualifications	:	<p style="text-align: center;"><u>CATEGORY A</u></p> <ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognised University in India / B.E / MBBS / MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. Three years working experience in Govt. / Semi-Govt. / Non-Government Organisations on prevention of atrocities on SCs / STs. 3. Knowledge of Teachings of Gautam the Buddha, Dr. Babasaheb Ambedkar, Mahatma Jyotiba Phule, Rajarshi Chhatrapati Shahu Maharaj, Lokshahir Annabhau Sathe, Sant Kabir, Kranti jyoti Savitribai Phule, Maharaja Sayajirao Gaekwad, Karamveer Dadasaheb Gaikwad and other Social Reformers. 4. Knowledge of TNAs and documentation of the same, designing the training modules, reading material, and Capacity Building of different stake holders. 5. Knowledge of development of Training Modules related to key issues in the field of Equity, Social Justice, Brotherhood, Removal of Caste bias & Superstitions, and the related fields. 6. Competency in Computer operations. <p>Note : Experience at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class I (Group A) officer from Government of Maharashtra or undertaking or Autonomous Institute of Government of Maharashtra or from Government of India or GOI undertaking or

	<p>Autonomous Institute of Government of India.</p> <ol style="list-style-type: none"> 2. Three years working experience in Govt. / Semi-Govt. / Non-Government Organisations on prevention of atrocities on SCs / STs. 3. Knowledge of Teachings of Gautam the Buddha, Dr. Babasaheb Ambedkar, Mahatma Jyotiba Phule, Rajarshi Chhatrapati Shahu Maharaj, Lokshahir Annabhau Sathe, Sant Kabir, Krantijyoti Savitribai Phule, Maharaja Sayajirao Gaekwad, Karamveer Dadasaheb Gaikwad and other Social Reformers. 4. Knowledge of TNAs and documentation of the same, designing the training modules, reading material, etc. for Capacity Building of different stake holders. 5. Knowledge of development of Training Modules related to key issues in the field of Equity, Social Justice, Brotherhood, Removal of Caste bias & Superstitions, and the related fields. 6. Competency in Computer operations. <p>Note : Experience at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</p>
<p>Role and Responsibilities</p>	<p>: [Act hereunder means SCs and STs(Prevention of Atrocities) Act, 1989]</p> <ol style="list-style-type: none"> 1. Assist the Chief Project Director/ Project Director in managing and supervising the Cell for Prevention of Atrocities on SCs& STs, in BARTI and lead the team. 2. Documentation of Atrocities cases on SCs/STs and recommendation for steps to avoid the instances of atrocities. 3. Assist DG, BARTI / Chief Project Director/ Project Director implementation of very important and highly ambitious "Samatadoot" Project. 4. Research and documentation as how to change the mindset of people on Caste bias and publication of the same. 5. Awareness campaigns against caste bias and about the law against caste discrimination and the Act in particular. 6. Organizing workshops, conferences, lecture series, trainings, etc. of various stake holders, on removal of caste bias and superstitions and proper implementation of SCs& STs Prevention of Atrocities Act. 7. Awareness and education campaigns on removal of caste bias and superstitions and for that development of

	<p>various articles, literature, materials for print and electronic media.</p> <ol style="list-style-type: none">8. Training Need Analysis (TNA) of Police Officers, Judges, Public Prosecutor, NGOs / Social Workers, Samatadoot, etc. for their Capacity Building for better implementation of Act.9. Development of Reading material for police officers, public prosecutors and Judges, for better implementation of the Act.10. Develop the time table, course contents, the Training Modules for capacity building programmes of various stake holders.11. Interact with Public Prosecutors and study the progress in prosecution processes and recommend the remedial measures for speedy trial.12. Coordinate with the NGOs & Social workers and create good networking in the state to avoid atrocities on SCs or STs.13. Other Roles & Responsibilities given by the DG, BARTI.
--	--

Position	:	Project Director (Skill Development)
No. Required	:	1 (One)
Honorarium	:	Rs. 55,545/- (Per Month, Consolidated)
Essential Qualifications	:	<p style="text-align: center;"><u>CATEGORY A</u></p> <ol style="list-style-type: none"> 1. Post Graduate in any stream from a recognised University/ B.E /MBBS/ MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. 5 years' experience in Skill Development /Livelihood Projects /Monitoring and Evaluation of Lively hood/ Skill Development projects at State or the National level Institutions. 3. Experience in conceptualizing, designing and conducting Research and trainings related to Skill Development Project. 4. Knowledge of Skill Gaps in various sectors and Skill Development Training through reputed Training Institutes / Training Service Providers. 5. Experience in dealing with Central/State Governments/National Level Agencies, Banks/ Corporates /Development agencies/Academic/ Educational and Vocational Institutions / NGOs working in the field of Skill Development. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</u></p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class I (Group A) officer from Government of Maharashtra or undertaking or Autonomous Institute of Government of Maharashtra or from Government of India or undertaking or Autonomous Institute of Government of India. 2. 5 years' experience in Skill Development /Livelihood Projects /Monitoring and Evaluation of Lively hood/ Skill Development projects at State or the National level

		<p>Institutions.</p> <ol style="list-style-type: none"> 3. Experience in conceptualizing, designing and conducting Research and trainings related to Skill Development Project. 4. Knowledge of Skill Gaps in various sectors and Skill Development Training through reputed Training Institutes / Training Service Providers. 5. Experience in dealing with Central/State Governments/National Level Agencies, Banks/ Corporates /Development agencies/Academic/ Educational and Vocational Institutions / NGOs working in the field of Skill Development. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</u></p>
<p>Roles and Responsibilities</p>	<p>:</p>	<ol style="list-style-type: none"> 1. Find out specific requirement of Skilled specific human resource in various sectors, design strategies and execution plan for specific skill development of SC youth through highly reputed Training Service providers who can ensure placements. 2. Devise questionnaires to test the aptitude of SC youth for particular skill development. 3. Identification of Training service Providers for skill development sector wise. 4. Formulation of granular execution plan for skill development, for socially disadvantaged Section in Maharashtra State. 5. Scrutiny of proposals for financial sanctions. 6. Mobilise and Identification SC of candidates for skill development. 7. Monitor placement in industries/sectors for the candidates trained. 8. Maintenance of database about programs and prepare management report. 9. Devise strategy to facilitate microfinance to the skilled candidates for self-employment in consultation with financial institutions and banks. 10. Establish strategic relationships/partnerships with Financial Institutions, Banks, NGOs, Skills Training Providers, Corporates and Industries for student mobilization, training, course designing, evaluation

	<p>and placements.</p> <ol style="list-style-type: none">11. Consolidate and update existing best practices in the field of skills development.12. Develop management plan and a framework for regular evaluation of program outcomes.13. Design reporting structure for team members for monitoring, operations and evaluation.
--	--

Position	:	Assistant Project Director (Skill Development)
No. Required	:	4 (Four) – 1-ST, 1-OBC & 2-OPEN
Honorarium	:	Rs. 33,350/- (Per Month, Consolidated)
Essential Qualifications		<p style="text-align: center;"><u>CATEGORY A</u></p> <ol style="list-style-type: none"> 1. Master's in Social Sciences / Sociology / Social Work / Economics / Science/ Public Administration / B.E / MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B.Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. 3 years' experience in project management activities covering Program planning & designing and implementation, Finance, Monitoring & Evaluation at State or National level institutions. 3. Demonstrated expertise in the field of Vocational Training/Skill Development. 4. Having knowledge of various sectors of employment. 5. Having knowledge of Skill Gaps Analysis in various sectors and providing Skill Development Trainings through reputed Training Institutes/ Training Service Providers and providing employment to the skilled human resource. 6. Must have excellent communication skills. 7. High proficiency in Marathi, Hindi and English. Written and Verbal. 8. Competence in computer Operations and Applications. <p>Note: <u>The experience mentioned of Sr. No. 2 may be relaxed in case of exceptionally deserving candidate</u></p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class I (Group A) officer from Government of Maharashtra or undertaking or Autonomous Institute of Government of Maharashtra or

		<p>from Government of India or undertaking or Autonomous Institute of Government of India.</p> <ol style="list-style-type: none"> 2. 3 years' experience in project management activities covering Program planning & designing and implementation, Finance, Monitoring & Evaluation at State or National level institutions. 3. Demonstrated expertise in the field of Vocational Training/Skill Development. 4. Having knowledge of various sectors of employment. 5. Having knowledge of Skill Gaps Analysis in various sectors and providing Skill Development Trainings through reputed Training Institutes/ Training Service Providers and providing employment to the skilled human resource. 6. Must have excellent communication skills. 7. High proficiency in Marathi, Hindi and English. Written and Verbal. 8. Competence in computer Operations and Applications.
<p>Roles and Responsibilities</p>	<p>:</p>	<ol style="list-style-type: none"> 1. Assist Project Director (Skill Development)/Chief Project Director (Skill Development)/ DG, BARTI in execution of Skill Development Plan for Socially disadvantaged Society in Maharashtra State. 2. Carry out initial skills gap analysis based on identified gaps and prepare priority sectors region-wise /district-wise. 3. Assist in designing of module for each course. 4. Identification of candidates for skill development. 5. Assist in exploring placement in industries/sectors for the candidates trained. 6. Scrutiny of proposals for financial sanctions. 7. Maintenance of data base about programs and prepare management report. 8. Maintenance of Internal documentation, program outreach, social media, etc. 9. Maintain rapport with stakeholders including financial Institutions, program partners, Training Providers, NGOs, Industries, other government departments, agencies etc. 10. Any additional roles and responsibilities / works assigned by the Project Director (Skill Development)/Chief Project Director (Skill Development)/DG, BARTI.

Position	:	Project Officer (Skill Development)
No. Required	:	6 (Six) 1-SC, 1- ST, 1-OBC, 1-VJNT, 2-Open
Honorarium	:	Rs. 25,000/- (Per Month, Consolidated)
Essential Qualification	:	<p style="text-align: center;"><u>CATEGORY A</u></p> <ol style="list-style-type: none"> 1. Post Graduate in any stream from a recognised University/ B.E / MBBS/ MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B.Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. Experience in the field of Vocational Trainings/Skill Development. 3. Must have excellent communication skills. 4. Fluent in English; both written and verbal. 5. Competence in computer Operations and Applications. 6. Ability to travel, as needed, across Maharashtra, including travel and stay in remote locations. <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class II (Group B) officer or above from Government of Maharashtra or undertaking or Autonomous Institute of Government of Maharashtra or from Government of India or undertaking or Autonomous Institute of Government of India. 2. Experience in the field of Vocational Trainings/Skill Development. 3. Must have excellent communication skills. 4. Fluent in English; both written and verbal. 5. Competence in computer Operations and Applications. 6. Ability to travel, as needed, across Maharashtra, including travel and stay in remote locations.
Roles and Responsibilities	:	<ol style="list-style-type: none"> 1. Assist Chief Project Director/ Project Director (Skill Development)/ Assistant Project Director (Skill Development)/Team members of PMU of Skill Development Cell in execution of skill development plan for socially disadvantaged Section in Maharashtra State. 2. Assist the PMU in carrying out initial skills gap analysis based on identified gaps and preparing priority sectors region-wise/district-wise

	<ol style="list-style-type: none">3. Identification of candidates for skill development.4. Assist in exploring placement in industries/sectors for the candidates trained.5. Assist in scrutiny of proposals for financial sanctions of programs.6. Maintenance of data base about programs and prepare management report.7. Maintenance of Internal documentation, program outreach, social media, etc.8. Maintain rapport with stakeholders including financial Institutions, program partners, Training Providers, NGOs, Industries, other government departments, agencies etc.9. Any other roles and responsibilities assigned by DG, BARTI / CPD / PD, Skill Development.
--	---

Human Resource Position	:	Project Manager (Caste Scrutiny Cases Scanning, Digitization, Indexing and Archiving Project)
No. of Positions	:	3 (Three) 1-OBC, 2-Open
Honorarium	:	Rs. 48,300/- (Per Month, Consolidated)
Essential Qualifications	:	<p style="text-align: center;"><u>CATEGORY A</u></p> <ol style="list-style-type: none"> 1. B.E / M.Com. /M.Sc. in Computer Application/ Computer Science / IT from renowned University/Masters in Computer Application/ Master in Computer Management or MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B.Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. 5 years of experience in the area of MIS, Office Management. 3. Excellent Communication Skills. 4. High proficiency in English. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate</u></p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class I (Group A) officer from Government of Maharashtra or undertaking or Autonomous Institute of Government of Maharashtra or from Government of India or undertaking or Autonomous Institute of Government of India. 2. Experience of 5 years in the area of MIS, Office Management. 3. Excellent Communication Skills. 4. High proficiency in English. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate</u></p>

<p>Roles and Responsibilities</p>	<p>:</p> <ol style="list-style-type: none"> 1. Supervise and monitor the project for Caste Scrutiny Cases Scanning, Digitization, Indexing and Archiving. 2. Coordinate with all the Caste Certificate Scrutiny Committees in Maharashtra on behalf of the Director General, BARTI. 3. Manage computerization & software related matters of BARTI & all the Caste Certificate Scrutiny Committees in Maharashtra. 4. Assist DG in maintaining project schedules, work breakdown structures (WBS), issue/decision logs, meeting summaries and status reports to ensure effective, ongoing communications across all team members. 5. Design tools, reports, charts and graphs to provide ongoing, at-a-glance summaries of project status and application prototype performance. 6. Collaborate with programmers, executives, program managers, etc. of CDAC and other Agencies to ensure project deliverables on track and aligned with business goals and expectations. 7. Coordinate with other government departments / semi government agencies / Corporates and other stakeholders as and when required under the guidance of DG, BARTI. 8. Coordinate, manage, supervise and monitor the functioning of the call and guidance centre (toll free number and on line facility). 9. Additional Roles and Responsibilities / works assigned by the DG, BARTI.
--	--

Human Resource Position	:	Assistant Project Manager (Caste Scrutiny Cases Scanning, Digitization, Indexing and Archiving Project)
No. of Positions	:	6 (Six) 1-SC, 1- ST, 1-OBC, 1-VJNT, 2-Open
Honorarium	:	Rs. 29,300/- (Per Month, Consolidated)
Essential Qualifications	:	<p style="text-align: center;"><u>CATEGORY A</u></p> <ol style="list-style-type: none"> 1. B.E / M.Com. /M.Sc. in Computer Application/ Computer Science / IT from renowned University/Masters in Computer Application/ Master in Computer Management or MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B.Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. 2 years of experience in the area of MIS, Office Management. 3. Excellent Communication Skills. 4. High proficiency in English. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate</u></p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class I (Group A) officer from Government of Maharashtra or undertaking or Autonomous Institute of Government of Maharashtra or from Government of India or undertaking or Autonomous Institute of Government of India. 2. Experience of 2 years in the area of MIS, Office Management. 3. Excellent Communication Skills. 4. High proficiency in English. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate</u></p>

<p>Roles and Responsibilities</p>	<p>:</p> <ol style="list-style-type: none"> 1. Supervise and monitor the project for Caste Scrutiny Cases Scanning, Digitization, Indexing and Archiving. 2. Coordinate with all the Caste Certificate Scrutiny Committees in Maharashtra on behalf of the Director General, BARTI. 3. Manage computerization & software related matters of BARTI & all the Caste Certificate Scrutiny Committees in Maharashtra. 4. Assist the Project Director in maintaining project schedules, work breakdown structures (WBS), issue/decision logs, meeting summaries and status reports to ensure effective, ongoing communications across all team members. 5. Design tools, reports, charts and graphs to provide ongoing, at-a-glance summaries of project status and application prototype performance. 6. Collaborate with programmers, executives, program managers, etc. of CDAC and other Agencies to ensure project deliverables on track and aligned with business goals and expectations. 7. Coordinate with other government departments / semi government agencies / Corporates and other stakeholders as and when required under the guidance of Project Director / DG, BARTI. 8. Coordinate, manage, supervise and monitor the functioning of the call and guidance centre (toll free number and on line facility). 9. Additional Roles and Responsibilities / works assigned by the DG, BARTI / Project Director.
--	--

Human Resource Position	:	Project Director (Coaching Classes)
No. of vacancies	:	1 (One)
Honorarium (per month)	:	Rs. 55,545/- (Per Month, Consolidated)
Essential Qualifications	:	<p style="text-align: center;"><u>CATEGORY – A</u></p> <ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognised University in India/ B.E /MBBS/ MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. Work experience of five years in managing, monitoring and evaluating the performance of coaching classes for competitive examinations. 3. Teaching experience in Coaching classes and knowledge of Curriculum, Course contents, Academic Program of Coaching Classes, Assessment of impact of Coachings, Developing test series, etc. 4. High Proficiency in English: Written and Verbal; both. 5. Knowledge of Computer Applications. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</u></p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class I (Group A) officer from Government of Maharashtra or GOM Undertaking or Autonomous Institute of Government of Maharashtra OR from Government of India or GOI undertaking or Autonomous Institute of Government of India. 2. Work experience of five years in managing, monitoring and evaluating the performance of coaching classes for competitive

		<p>examinations.</p> <ol style="list-style-type: none"> 3. Teaching experience in Coaching classes and knowledge of Curriculum, Course contents, Academic Program of Coaching Classes, Assessment of impact of Coachings, Developing test series, etc. 4. High Proficiency in English: Written and Verbal; both. 5. Knowledge of Computer Applications. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</u></p>
<p>Roles and Responsibilities</p>	<p>:</p>	<ol style="list-style-type: none"> 1. The Project Director will be the overall in-charge of coaching classes; both residential and non-residential at Pune. He/she will be responsible for effectively organizing and managing the coaching classes and the hostels. 2. Conducting Coaching Needs Analysis for Developing an appropriate Coaching Plan for SC students appearing in examinations. 3. Monitor and evaluate the performance of coaching Sessions. 4. Develop and conduct regular evaluations, through test series and other means, for tracking the progress of students attending coaching classes and to develop framework for regular evaluation of program outcomes. 5. To design, develop and prepare various study reference materials for various competitive examinations. 6. Taking coaching classes of the students on General studies / CSAT and any one optional. 7. Developing a comprehensive data base of Government, Semi Government, NGOs and privately run coaching classes and developing a comprehensive data base of Resource persons, Subject experts, Trainers; for coaching and coordinate with them. 8. Additional Roles and Responsibilities assigned by the DG, BARTI.

Human Resource Position	:	Assistant Project Director (Coaching Classes)
No. of vacancies	:	2 (Two)
Honorarium (per month)	:	Rs. 33,350/- (Per Month, Consolidated)
Essential Qualifications	:	<p style="text-align: center;"><u>CATEGORY – A</u></p> <ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognised University in India/ B.E /MBBS/ MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. Work experience of three years in managing, monitoring and evaluating the performance of coaching classes for competitive examinations. 3. Teaching experience in Coaching classes and knowledge of Curriculum, Course contents, Academic Program of Coaching Classes, Assessment of impact of Coachings, Developing test series, etc. 4. High Proficiency in English: Written and Verbal; both. 5. Knowledge of Computer Applications. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</u></p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class I (Group A) officer from Government of Maharashtra or GOM Undertaking or Autonomous Institute of Government of Maharashtra OR from Government of India or GOI undertaking or Autonomous Institute of Government of India. 2. Work experience of two years in managing, monitoring and evaluating the performance of coaching classes for competitive examinations. 6. Teaching experience in Coaching classes and knowledge of Curriculum, Course contents, Academic Program of Coaching

		<p>Classes, Assessment of impact of Coachings, Developing test series, etc.</p> <p>7. High Proficiency in English: Written and Verbal; both.</p> <p>8. Knowledge of Computer Applications.</p> <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</u></p>
<p>Roles and Responsibilities</p>	<p>:</p>	<ol style="list-style-type: none"> 1. The Assistant Project Director will be the overall in-charge of coaching classes; both residential and non-residential at Pune. He/she will be responsible for effectively organizing and managing the coaching classes and the hostels. 2. Conducting Coaching Needs Analysis for Developing an appropriate Coaching Plan for SC students appearing in examinations. 3. Monitor and evaluate the performance of coaching Sessions. 4. Organise test series for tracking the progress of students attending coaching classes and to develop framework for regular evaluation of program outcomes. 5. To design, develop and prepare various study reference materials for various competitive examinations. 6. Taking coaching classes of the students on General studies / CSAT as and when required. 7. Developing a comprehensive data base of Government, Semi Government, NGOs and privately run coaching classes and developing a comprehensive data base of Resource persons, Subject experts, Trainers; for coaching and coordinate with them. 8. Additional Roles and Responsibilities assigned by the DG, BARTI.

Human Resource Position	:	Counsellor (Coaching Classes)
No. of vacancies	:	1 (One)
Honorarium (per month)	:	Rs. 25,000/- (Per Month, Consolidated)
Essential Qualifications	:	<p style="text-align: center;"><u>CATEGORY – A</u></p> <ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognised University in India/ B.E /MBBS/ MBA from a recognized University in India or abroad or PGDBM from any Indian Institute of Management in India or reputed institute from abroad or B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad or PGDM in Rural Management from any reputed management institute in India or abroad. 2. Experience of three years in Counselling the students pursuing higher education or preparing for UPSC competitive exam or three years experience in helping the people in developing their mental strength to face the vicissitudes of life. 3. Proficiency in English: Written and Verbal; both. 4. Knowledge of Computer Applications. <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</u></p> <p style="text-align: center;"><u>OR</u></p> <p style="text-align: center;"><u>CATEGORY B</u></p> <ol style="list-style-type: none"> 1. Retired as Class II (Group B) officer or above from Government of Maharashtra or GOM Undertaking or Autonomous Institute of Government of Maharashtra OR from Government of India or GOI undertaking or Autonomous Institute of Government of India. 2. Experience of three years in Counselling the students pursuing higher education or preparing for UPSC competitive exam or three years experience in helping the people in developing their mental strength to face the vicissitudes of life. 3. Proficiency in English: Written and Verbal; both.

	<p>4. Knowledge of Computer Applications.</p> <p>Note: <u>The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.</u></p>
<p>Roles and Responsibilities</p>	<p>:</p> <ol style="list-style-type: none"> 1. Counselling the SC & ST students preparing for various competitive examinations including UPSC and help them to reduce their strain and stress, tension, anxiety, anger, agitation, restlessness, fear, impatience insecurity, frustration, nervousness and any other psychological problems and help them to develop positive qualities; such as self discipline, self control, positive thinking for increase in their concentration of mind, enthusiasm and efficiency. 2. Organise various melava programmes for students and manage the counselling activities. 3. Train other candidates as counsellor. 4. Assess the competitive stress and anxiety and subjective well being of the SC & ST students, using certain psychological instruments and suggest the measures for better mental health of SC & ST students. 5. Taking classes of the students to motivate them. 6. Manage the extracurricular activities including meditation of SC & ST students. 7. Additional Roles and Responsibilities assigned by the Project Director (Coaching Classes)/ DG, BARTI.

Note: The Director General of Institute reserves the right to increase or decrease the number of vacancies mentioned above.

1. Candidates are required to prepare a comprehensive **Write-up** and make **Power Point Presentation (PPT)**, on the subject pertaining to the position the candidate has applied and how will the candidate discharge his duties keeping in view his roles and responsibilities narrated below the position the candidate has applied.
2. Eligible and desirous Candidates who possess the **Essential Qualifications** can apply in the prescribed **Application Form** attached herewith and send the hard copy by post / by hand so as to reach on or before **20th May 2015**. **Applications received after last date (20th May, 2015) will not be accepted. Only shortlisted candidates will be allowed to appear for Interview. Such shortlisted candidates will be informed by SMS / Phone / E-mail about their selection for Interview. Candidates NOT ELIGIBLE should not apply and should not waste their time and energy. Such candidates will not be called for interview. The candidates declared eligible and shortlisted should appear for Interview on the designated date and time at the above mentioned address of the office of BARTI, Pune (Maharashtra) along with one extra copy of application in the prescribed form.**
3. The Candidates are required to bring original documents/ testimonials of the Educational Qualifications, Experience Certificates, Caste Certificate, Nationality Certificates and Indian National Passport, PAN and / or other Identity Card and submit photocopies of the same at the time of interview.
4. Candidates are required to paste two copies of passport size photographs on prescribed **“Application Form”** before presentation and interview.
5. Candidates will have to bear the cost of their Travel, Food and other expenses. The Institute will not bear any expenditure, whatsoever, incurred by the candidate to appear for the Interview.
6. The selected candidate will be allowed to resume duties only after he/she agrees to the terms and conditions and submit the contract duly signed to the Registrar, BARTI, Pune.
7. For the selected candidates, the contract will be subject to evaluation of performance during the first three months and contract may be extended if performance is found satisfactory. However, the Director General, BARTI, Pune **reserves the right to terminate the services of the candidate on any day without any prior intimation and /or without giving any reason whatsoever**. In case of deserving

candidates (after having observed their outstanding competence and merit) a rise of 15% on the consolidated honorarium can be given after the period of three months from the date of joining.

8. All the rights related to the notification, selection, termination etc. are reserved with the Director General, BARTI, Pune.
9. Candidate should file the application in prescribed format, enclosed herewith as **Application Form.**

Director General
Dr. Babasaheb Ambedkar
Research and Training
Institute, Pune.

APPLICATION FORM

Photo

1.	Human Resource Position	:	
2.	Name of the Candidate (Starting with surname)	:	
3.	Father's/Husband's name	:	
4.	Date of Birth	:	
5.	Sex	:	
6.	Category (SC/ST/VJNT/OBC/ESBC/ SBC-A/OPEN):-	:	
7.	Permanent Address	:	
8.	Address for Correspondence	:	
9.	Mobile & Landline number	:	
10.	E-mail Id:-	:	

11.	Educational Qualifications (Starting From Secondary School Examination)
-----	--

Sr No	Examination	Year of Passing	% Of Marks / Grade / CGPA
i			
ii			
iii			
iv			
v			

Sr. No.	Diploma/Certificate	Subjects

Others (Please Specify)

12. **Work Experience (Please mention all assignments and work experience obtained so far)**

Name of Department / Office	Post held	Roles & Responsibilities	Period	
			Years	Months

Knowledge of Computer :				

Note:-

- 1. If the space provided in this format is not sufficient, please provide the information on separate page.**
- 2. Please attach photo copies of document/ testimonials along with this application form.**
- 3. Please paste two passport size photos along with this form.**

UNDERTAKING

I understand that the Human Resource Position is only for the period of 11 months on contract basis. I have read the Roles and Responsibilities and accept the terms & conditions of the agreement, in case I am selected. I accept the term and condition that in case I am selected, my services can be terminated any day without any prior notice and / or giving any reason, whatsoever.

Place :

Date :

Name and Signature of the candidate