



Gujrat State Tribal Education Society

An autonomous Society promoted by Tribal Development Department,
(Government of Gujarat)

3rd Floor, Birsa Munda Bhavan, Sector –10-A, Gandhinagar 382010.



General Information for Recruitment

1) Introduction:-

Applications are invited in prescribed format for filling up contractual vacant posts at Gujarat State Tribal Education Society (GSTES), Gandhinagar. Eligible candidates are required to submit their application along with necessary documents from **17-06-2021** to **30-06-2021** on Saturday by RPAD/Speed post / Courier only.

Application submitted in person at GSTES will not be accepted. Knowledge of Gujarati and English language is mandatory for all posts. Sound knowledge of computer is compulsory for all posts.

2) Details of Vacant Posts, Educational Qualifications, Experiences, Remuneration etc.

(A)

Name of Post	Sr.Project Manager (IT)
Total Post	1
Educational Qualification	MCA or Equivalent qualification for the post of IT with at least 55% from recognized university
Experience	Minimum 3 years (Educational Institutes experience will be given priority)

Following terms and conditions shall be applicable for the post of Sr.Project Manger (IT):-

I) Fixed Remuneration: - 34,000-(per month) Maximum age limit will be 35 years.

II) Duration of contract will be 11 months.

III) Skills desired for the post:-

- Must be creative, innovative, should have non-conventional & out of box thinking.
- Techno-savvy equipped with good IT skills.
- Leadership skills-must be able to carry out program independently.
- Team management skill-must be able to manage a diverse team & a large number of partners, must have habit of work in a group.
- Project management, networking skills.
- Conflict resolution, development of system.
- Basic understanding of account and finance management.

- h. Computer proficiency, knowledge of Microsoft office, Internet etc. Good power of expression & analytical skills.
- i. Noting, drafting, presentation skills, report writing skill.

IV) Roles and responsibility of the Project Manager will be:-

- Overall management and monitoring of initiative/project allotted.
- Content writing for various scheme, initiatives, projects, events, etc.
- Preparation of modules, proposals, presentations etc.
- Preparation of project report & analysis thereof.
- Purchase procedure-preparation of tender document & monitoring of tender process, selection of agency/firm etc.
- Any other work assigned by GSTES authority.

(B)

Name of Post	Project Manager
Total Post	4
Educational Qualification	MBA, MSW, Post Graduation in Education Management(PGDEM), PGDRM with at least 55% from recognized university
Experience	Minimum 2 years (Educational Institutes experience will be given priority)

Following terms and conditions shall be applicable for the post of Project Manger:-

I) Fixed Remuneration: - Rs.25,000-(per month

II) Maximum age limit will be 35 years.

III) Duration of contract will be 11 months.

IV) Skills desired for the post:-

- a. Must be creative, innovative, should have non-conventional & out of box Thinking.
- b. Techno-savvy equipped with good IT skills.
- c. Leadership skills-must be able to carry out program independently.
- d. Team management skill-must be able to manage a diverse team & a large number of partners, must have habit of work in a group.
- e. Project management, networking skills.
- f. Conflict resolution, development of system.
- g. Basic understanding of account and finance management.
- h. Computer proficiency, knowledge of Microsoft office, Internet etc.
- i. Good power of expression & analytical skills.
- j. Noting, drafting, presentation skills, report writing skill

V) Roles and responsibility of the Project Manager will be:-

- School visit-field visit.
- Communication with schools & other organization for data collection.
- Communication with experts, preparation of schedules.
- Designing, planning and execution of events, seminars, workshops

- Overall management and monitoring of initiative/project allotted.
- Content writing for various scheme, initiatives, projects, events, etc.
- Preparation of modules, proposals, presentations etc.
- Preparation of project report & analysis thereof.
- Budget planning for the initiative, fund management & optimum utilization of fund, Bill verification, Bill payment.
- Administrative responsibility like campus management, event management, HR management, promotion and publicity of GSTES programs, maintenance of all type of records, maintenance of assets etc.
- Review of academic & non-academic activities pertaining to residential and Day-Out schools managed by GSTES.
- Timely implementation of policy related to quality education and varied program being introduced by education department.
- Purchase & procurement procedure assignment completion assigned by competent authority, tender document preparation & monitoring of tender process, selection of agency/firm etc.
- Monitoring and supervising work of GSTES managed schools in tribal areas of Gujarat state/ Allotted District.
- Any other work assigned by GSTES authority.
- Applicants 'contractual appointment will be subject to outcome/judgment of the petition no SCA/17948/2017 and SCA/17949/2017

(C)

Name of Post	Assistant Project Manager
Total Post	2
Educational Qualification	MBA, MSW, Post Graduation in Education Management(PGDEM), PGDRM with at least 55% from recognized university
Experience	Minimum 1 years (Educational Institutes experience will be given priority)

Following terms and conditions shall be applicable for the post of Assistant Project Manger:-

- I. Fixed Remuneration: - Rs.15,000/- (per month)
- II. Maximum age limit applicable will be 35 years.
- III. Duration of contract will be 11 months.
- IV. Skills desired for the post:-**
 - a. Good power of expression & analytical skills.
 - b. Noting, drafting, presentation skills, report writing skill.
 - c. Team work, self management, self learning etc.
 - d. Willing to travel as per the need of the project.
 - e. Essential computer & IT skill.
 - f. Documentation skill.
 - g. Good power of expression & analytical skills.

V. **Roles and responsibility of the Assistant Project Manager will be:-**

- School visit-field visit.
 - Communication with schools & other organization for data collection.
 - Communication with experts, preparation of schedules.
 - Designing, planning and execution of events, seminars, workshops.
 - Proposal making, report presentation, preparing presentation.
 - Preparation of tender document, advertisement etc.
 - School visit-field visit.
 - Grant disbursement, preparation of grant orders, collection of utilization certificate of the grant disbursed.
 - Bill verification, bill payments, preparation of vouchers for bill payment.
 - Documentation, preparation and maintenance of reports.
 - Meeting arrangement and administrative work like campus management, event management, HR management, management of assets & records etc.
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- Review of academic & non-academic activities pertaining to residential and Day-Out schools managed by GSTES.
 - Timely implementation of policy related to quality education and varied program being introduced by education department.
 - Purchase & procurement procedure assignment completion assigned by competent authority, tender document preparation & monitoring of tender process, selection of agency/firm etc.
 - Monitoring and supervising work of GSTES managed schools in tribal areas of Gujarat state/ Allotted District.
 - Any other work assigned by GSTES authority.

(D)

Name of Post	Assistant Project Manager-Accounts
Total Post	1
Educational Qualification	B.Com, Tally
Experience	Minimum 2 years (Educational Institutes' experience will be given priority)

Following terms and conditions shall be applicable for the post of Assistant Project Manger-Accounts:-

- I) Fixed Remuneration: - Rs.10,000/- (per month)
- II) Maximum age limit applicable will be 35 years.
- III) Duration of contract will be 11 months.

IV) Skills desired for the post:-

- a. Good power of expression & analytical skills.
- b. Noting, drafting, presentation skills, report writing skill.
- c. Team work, self management, self learning etc.
- d. Willing to travel as per the need of the project.
- e. Accuracy in accounting.
- f. Documentation skill.
- g. Tally Software knowledge.

V) Roles and responsibility of the Assistant Project Manager-Accounts will be:-

- Bookkeeping and general accounting
- Ability to explain and interpret fiscal related policies and general accounting.
- Doing RTGS/NEFT
- Should have good experience of accounting, Tally, excel etc.
- Any other work assigned by GSTES authority. Grant disbursement, preparation of grant orders, collection of utilization certificate of the grant disbursed.
- Bill verification, bill payments, preparation of vouchers for bill payment.
- Documentation, preparation and maintenance of reports

3) Important Dates:-

Off-line application Submission date from : - 17-6-2021 from 16:00Hrs.

Last date for Off-line application submission Date : - 30-06-2021 till 18:10Hrs.

4) Recruitment process and norms:-

- The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applications on the basis of criteria like age, educational qualification, experience etc. shall be called for Interview. The interview for shortlisted candidates will be conducted in- person at GSTES, Gandhinagar. The authorities reserve all rights, not to call an applicant for Interview, who doesn't fulfill the criteria without assigning any reason.
- The prescribed Essential Qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- Venue of Personal Interview etc. will also be intimated to shortlisted candidate's email address [mentioned in application form by candidates].

5) General Information:-

- Only Indian Nationals need to apply. The numbers of vacancies indicated above are provisional and may be increased or decreased depending on the actual requirement of the GSTES.
- For the post of Sr.Project Manager,Project Manager and Assistant Project Manager Place of working will be either at Head Office or Project Administrator Office at districtlevel.(Gandhinagar,Banaskantha,Arvalli,Mahisagar,Dahod,Narmada,Valasad ,Dangh,Tapi)Applicant must ensure that he/she is ready and willing to work at the places as per the requirement and decision of Executive Director,GSTES,Gandhinagar.
- Executive Director decision regarding posting of Sr.Project Manager,Project Manager and Assistant Project Manager will be final and binding.

- Before filling up the Application form, the candidates must go through the detailed Advertisement. Please proceed to fill the application form only if you are satisfied that you possess the minimum Essential Qualifications stipulated for the post, otherwise, submitted application(s) shall be rejected outright.
- The applicants are advised to fill in all their particulars in the Application form carefully and attach recent passport size color photograph and self-attested scanned copies of the documents to support date of birth, educational qualification, experience etc. As submission of wrong/incomplete information may lead to rejection. GSTES reserves the right to reject applications not fulfilling the requisite criteria at any stage of the recruitment process.
- Each applicant is advised to submit only a single Application. However, if he/she submits multiple Applications for multiple positions then he/she must ensure to submit the separate Application forms for each position.
- All the qualifications must be from recognized Indian Universities / Boards / Institutions only. Applicants having qualifications from any other countries shall upload equivalency certificate from UGC/AIU.
- The candidates are advised to fill their correct and active e-mail address and mobile number in the Application Form as all communications will be made by GSTES through e-mail only.
- The candidates are also advised to refer to www.eklavya-education.gujarat.gov.in website of the GSTES for regular updates of the recruitment.
- The list of shortlisted candidates will be informed via Email. There will be no separate communication for candidates who are not shortlisted. No correspondence in this regard will be entertained.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the GSTES shall be final and binding.
- Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts or tribunals situated Gandhinagar, Gujarat only.

- GSTES reserves the right to not select any candidate for above post or cancel the advertisement at any stage without assigning any reason.
- Records of the candidate not selected shall be preserve only for a period of Two Year from the date of publication of the list of selected candidates
- Applicants by virtue of the act of application, commit themselves to the highest standards of the ethical practices. Fraudulent documents, canvassing in any form or influencing the process of recruitment at any stage shall not only result in rejection of the application but may also lead to legal action.
- Candidates who have been dismissed or discharged from duty due to disciplinary action by GSTES could not participate in the recruitment process; their application will not be entertained. If any candidate has applied in this manner and it comes to the notice of the office, he/she will be removed from selection process at any time.
- Mere eligibility doesn't guarantee a job.
- If the candidates remain absent in any of the selection procedure on the specified date and time at the venue, candidature for selection of such candidate will be cancelled automatically. The decision of the Executive Director-GSTES will be final and abiding in all matters.
- GSTES reserves the sole right regarding the recruitment and to cancel this recruitment any point of time.
- Applicants may contact helpline number from 10:30 a.m. to 5:30 p.m. for any queries or any help or difficulty arising in submitting application.
- **Documents to be attached with Application for all Post and to be sent to GSTES By RPAD.Speed post, Courier only within stipulated time.**
- The following certificate/documents are acceptable only as proof of Age,Qualification,Experience :
 - 1.Date of Birth as recorded in the Birth Certificate
 2. Secondary School Leaving Certificate (SSLC)
 3. Matriculation / Secondary School Certificate in which date of birth is mentioned
 - 4.Aadhar Card with DOB

- Graduation Mark sheet. In case of Mark sheet showing the Grade, Applicant has to produce bifurcation of Grade into percentage(%) form or Concern University's certificate in that regard.
- Post Graduation Mark sheet. In case of Mark sheet showing the Grade, Applicant has to produce bifurcation of Grade into percentage(%) form or Concern University's certificate in that regard.
- Computer Literacy Certificate issued from Competent Authority.
- Experience Certificate clearly mentioning Inward no., time duration of work experience.
- For experience criteria applicant has to produce pay slip/Bank statement copy.

Applicant has to produced all above mentioned documents along with his/her filled application form