

### Vacancies in different Post for DDU-GKY, Haryana project:

The Bharat Scouts and Guides have been appointed as the Project Implementation Agency for the execution of the DDU-GKY project, allotted in Sirsa & Hisar districts of Haryana. For the project, temporary post as mentioned below to be filled up. The Interview of the scrutinized candidates will be held on 18th January, 2020 and selected candidates may be asked to join duty by 20<sup>th</sup> January, 2020.

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	Project Head	1	Min. 3 years exp. of Implementation of DDUGKY project at State Level	<ul style="list-style-type: none"><li>• Ensuring eSOP certification of the staff directly linked with the project.</li><li>• Attend review meetings or other gatherings of the department along with the state head from time to time.</li><li>• Lead and Manage a dynamic, effective and Cooperative Team</li><li>• Supervise, guide and develop the direct reports</li><li>• Lead the team to prioritize project work based on analysis of strategic importance, tasks outstanding, issues, obstacles or barriers, budget, resources, and deadlines.</li><li>• Implementing a holistic development project and responsible for infra setup as per SOP.</li><li>• Preparing Plans for the Project Area, executing and monitoring the project and reviewing the progress periodically.</li><li>• Discuss projects targets, quality, team satisfaction, and project success metrics on a weekly basis with the Management.</li><li>• Ensure from the state head that a daily</li></ul>	between 40-60 K

				<p>management of training center, including session plans, attendance, counseling, tracking etc is monitored and maintained.</p> <ul style="list-style-type: none"> <li>• Discuss with Management and communicate progress, risks, expectations, timelines, milestones and other key project metrics to team members.</li> <li>• Ensure effective mobilization, awareness building and execution of the project.</li> <li>• Monitor the state head's activity to build and lead a field team for the execution of various project components.</li> <li>• Development Linkages with Govt. Departments and local bodies for Training and implementation.</li> <li>• Maintaining records and preparing periodic reports.</li> <li>• Maintaining and Providing information (MIS) required from time to time.</li> </ul>	
2	State Head	1	Min. 3 years exp. Of Implementation of DDUGKY project at State Level	Overall responsibility for mobilization to Final Placement of the students at state Level, Co-ordination with the HSRLM, Every activity linked to skill program within the State. Every other instruction from Director, from time to time.	<b>30K</b>

3	Centre Head	1	Min. 2 years exp. Of Implementation of DDUGKY project at Center Level	Overall responsibility for mobilization to Final Placement of the students at state Level, Centre administration, MIS, Portal Updation etc. Every other instruction from Director, from time to time.	18K
4	Domain Trainer	3	Min.1 year of exp. Of teaching in the relevant Subject along with TOT certificate	Teaching the relevant subject effectively, followed by the feedback from the various sections from the project.	15K
5	Soft Skill Trainer	1	Min.1 year of exp. Of teaching in the relevant Subject.	Teaching the relevant subject effectively, followed by the feedback from the various sections from the project.	15K
6	IT Trainer	1	Min.1 year of exp. Of teaching in the relevant Subject	Teaching the relevant subject effectively, followed by the feedback from the various sections from the project. Taking care of the IT Lab entirely.	15K
7	Quality Exe.	1	Min. 2 years exp. Of Implementation of DDUGKY project for Quality Exec. at Center Level	Responsible for the Quality level checks at the centre and co-ordination with the HSRLM Quality Team. Every other instructions from Director, from Time to Time.	18K
8	M.I.S. Exe.	1	Min. 2 years exp. Of Implementation of DDUGKY project for MIS at Center Level	Responsible for the MIS Updation along with other Portal Updations. Every other instruction from Director, from Time to Time.	15K

9	Counselor Receptionist	Cum 1	Min. 2 years exp. Of Implementation of DDUGKY project at Center Level	Providing consultation to students & their parents from time to time. Taking care of the documentation of the Students at the time of walk-ins. Every other instruction from Director, from Time to Time.	10K
10	Warden	M - 1	Relevant Experience	Taking Care of the Hostels and Students entirely	10K
		F - 1			10K
11	Office Boy	2	Relevant Experience	N/A	8K
12	Sweeper	2	Relevant Experience	N/A	8K

The application to be sent to [info@bsgindia.org](mailto:info@bsgindia.org) along with resume and all the documents of academic and technical qualifications and experience if any latest by 15 January, 2020 (05.00 PM).

Thanks and Regards

(Raj Kumar Kaushik)  
Director, BSG