



**Chhatrapati Shahu Maharaj Research, Training
and Human Development Institute, Pune**
(An Autonomous Institute of Government of Maharashtra)



CALL FOR ONLINE APPLICATION

This institute is in need of following human resource for Skill Development, Coaching Management & Guidance related works, purely on contract basis, for a period of 11 months. Online applications are invited from eligible candidates along with their Write-ups, presentations, etc. The required number of personnel and consolidated honorarium is as under:

Sr. No.	Human Resource Position	Category wise Requirement	Consolidated Honorarium (Per Month)
1.	Chief Project Manager (Skill Development)	1 (one) - Open	Rs. 98,000/-
2.	Project Manager (Skill Development)	1 (one) - Open	Rs. 78,400/-
3.	Assistant Project Manager (Skill Development)	1-SC,1-ST,1-VJ (A), 1-NT (B),2-OBC, 1-SEBC,1-NT (C), 1- NT (D), 1-EWS,1-OPEN [Total 11 (Eleven)]	Rs. 63,000/-
4.	Project Officer (Skill Development)	1-SC,1-ST,1-VJ (A), 1-NT (B),2-OBC, 1-SEBC,1-NT (C), 1- NT (D), 1-EWS,1-OPEN [Total 11 (Eleven)]	Rs. 50,000/-
5.	Principal Consultant (Skill Development)	1(one) - Open	Rs. 98,000/-
6.	Senior Consultant (Skill Development)	1(one) - Open	Rs. 78,400/-
7.	Consultant (Skill Development)	1-SC,1-ST,1-VJ (A), 1-NT (B),2-OBC, 1-SEBC,1-NT (C), 1- NT (D), 1-EWS,1-OPEN, [Total 11 (Eleven)]	Rs. 63,000/-
8.	Detailed Project Report (DPR) Consultant (Skill Development)	1 (One) - Open	Rs. 78,400/-

9.	Chief Project Director (Coaching & Guidance)	1 (One) - Open	Rs. 66,500/-
10.	Project Director (Coaching & Guidance)	1 (One) - Open	Rs. 55,000/-
11.	Project Consultant (Coaching Classes)	1 (One) - Open	Rs. 60,000/-
12.	Assistant Project Director (Coaching & Guidance)	1 (One) - Open	Rs. 35,000/-
13.	Project Officer (Coaching & Guidance)	1 (One) - Open	Rs. 27,000/-
*Reservation will be as per the roster notified by Government of Maharashtra in GAD, vide Government Resolution dated 4th July, 2019.			

Above details are for the purpose of advertisement. In case of any difference between the above information and the information made available on the website, the latter will be final.

Managing Director, SARTHI reserves the right to increase or decrease the number of personnel required or cancel the process of selection at any stage.

Eligible and desirous candidates can apply online on or before 10/ 09/ 2019 and should appear for the interview, along with their Write-ups, Presentation etc. on 11 / 09 / 2019. The detailed Terms and Conditions, Essential Qualifications, Experience, Roles and Responsibilities, Online Application form, etc. are available on the website <https://sarthi-maharashtrgov.in> (Click on > HR -SKILL DEVELOPMENT-COACHING >September 2019/1 under the "Notice Board")

Last Date and Time for Online Application	Tuesday 10/09/2019 at 5 PM
Date of Interview and Presentation	Wednesday 11/09/2019
Venue of Interview and Presentation	Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI) , Balchitravani, Gopal Ganesh Agarkar Road, Senapati Bapat Road, Pune – 411004

Here is an opportunity for the professionally competent and committed individuals to work for the socially and educationally disadvantaged sections and bring about a positive change in their lives, and while doing so, gain knowledge and experience of government functioning which will benefit the candidate in future.

No separate or subsequent notification/ information about any change / modification will be made through newspaper advertisements. Any modification or change in the above notification will be notified only on the NOTICE BOARD of above-mentioned website. THE INTERESTED CANDIDATES SHOULD PERUSE THE WEBSITE FROM TIME TO TIME.

(D. R. Parihar)

Managing Director

Chhatrapati Shahu Maharaj Research,
Training and Human Development
Institute (SARTHI),Pune

Advertisement

**Chhatrapati Shahu Maharaj Research Training and Human Development Institute
(SARTHI), Pune**
(An Autonomous Institute of Govt. of Maharashtra)

**Balchitravani, Gopal Ganesh Agarkar Road, Senapati Bapat Road,
Pune – 411004
Ph- 020-25648484**

Website: <https://sarathi-maharashtragov.in>
(Reference: Advertisement in the newspapers)

INTERVIEW: CALL FOR ONLINE APPLICATION

Chhatrapati Shahu Maharaj Research, Training and Human Development Institute (SARTHI), Pune is an autonomous institute of Government of Maharashtra. **SARTHI, Pune** is a newly established Non-Profit Government Company and is aimed at research, policy advocacy and training for social and educational development of the target group communities (hereinafter referred to as 'The Target Group')

Here is an opportunity for the professionally competent and committed individuals to work alongside the government for the cause of social and educational development of the Target Group.

This Institute is in need of following Human Resource, purely on contract basis, for a period of 11 months. Online applications are invited from eligible candidates who possess the Essential Qualifications as mentioned below, along with their Write-ups, Presentations, etc.

Managing Director, SARTHI reserves the right to increase or decrease the number of personnel required and/ or cancel the process of selection any time, without giving any reason.

Eligible and desirous candidates can apply online on or before 10/ 09/ 2019 and should appear for the interview, along with their Write-ups, Presentation etc. on 11/ 09/ 2019 at the above-mentioned address of SARTHI, Pune.

For the selected candidates, the contract will be subject to evaluation of performance during the first three months and the contract may be extended if performance is found satisfactory.

However, the Managing Director, SARTHI, 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 of outstanding competence and merit, a rise of 15% on the consolidated honorarium can be given after a period of three months from the date of joining.

Here is an opportunity for the professionally competent and committed individuals to work for the socially and educationally disadvantaged sections and bring about a positive change in their lives, and while doing so, gain knowledge and experience of government functioning. Women who want to come back to work after a career break are highly encouraged to apply. Professionals working in Corporate sector in Information Technology or any other field who want to switch their profession and are passionate about pursuing a career in social development are also welcome.

Selected candidates will get a unique opportunity to develop and demonstrate through action research and different projects, a successful and sustainable model that can be replicated to give a solution to unemployment by bringing together the potential of youth, their skills, and different skill gaps in various employment sectors.

No separate or subsequent notification/ information about any change / modification will be made through newspaper advertisements.

Any modification or change in this notification will be notified only on this website. The interested candidates should peruse the website from time to time and keep themselves updated time to time.

The details of the required Human Resource, Essential Qualifications and Roles and Responsibilities are as under:

Human Resource Position 1	
Human Resource Position	Chief Project Manager(Skill Development)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 98,000/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<p>Essential Qualifications: -</p> <ol style="list-style-type: none"> 1) Master's in Social Work / Public Policy / Public Administration/B.E / PGDM in Rural Management/Post Graduate Programme in Development Management /MBA /Executive MBA from a recognized university or reputed management institute in India or abroad/ PGDBM from Indian Institute of Management in India/ B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad. 2) 7 years' experience in project Management, implementation, research related to Skill Development/ Livelihoods/ Education/ Entrepreneurship. 3) 7 years' experience in leadership position in Vision Building / Strategic Planning / Execution of Livelihood Projects / Research / Monitoring and Evaluation of projects at State or the National Level Institutions. 4) Experience of working in Project Monitoring Units of State / Central Government / CSR or any other Skill Development Projects or of working with Training Service Providers in the field of Skill Development 5) Having experience in conceptualizing, designing and conducting Research and trainings, related to Skills Development Project. 6) Having knowledge of skill development ecosystem in Maharashtra and India, knowledge of various sectors of employment and the related skill gaps. 7) Experience of working on Entrepreneurship/Incubation/

Special projects/Industry linkages will be an added advantage.

- 8) High Proficiency in English, Hindi & Marathi languages: Written & verbal
- 9) Experience of working on bid process management for large scale projects
- 10) Ability to handle large budgets, develop MIS and documentations.
- 11) High Proficiency in MS-Excel, Word, Power Point, Email, Google Forms and other computer skills
- 12) Ability to travel and stay across the nation, as per the need of the project.

Note: The experience mentioned at Sr. No. 2 and 3 may be relaxed in case of exceptionally deserving candidate.

Preferred Additional Qualifications:

- 1) Having 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 Social Development and Skill Development.
- 2) Experience of collaborating with National Level Agencies/Banks/NGOs/ Academic/Educational/ Vocational Institutions.
- 3) Excellent Public Relation and advocacy skills: government liasoning community relations and interacting with researchers.
- 4) Having knowledge of Government Functions.
- 5) Having knowledge of training program designing, various training modules, manuals curriculum development & reading material for trainees.
- 6) Experience of networking among industries/ corporate for encouraging their engagement in Skill Development Programs.
- 7) Having knowledge of planning, conducting and evaluation of Trainers Training.
- 8) Having knowledge of Assessment, Monitoring and Evaluation of Skill Development Program.
- 9) Having a Certification in Project Management

Roles and Responsibilities

- Design Strategic and execution plan for Skill Development for The Target Group in Maharashtra State.
- Carry out initial Skills Gap Analysis based on identified gaps, finalize priority sectors and build sector-wise implementable strategies and plans relevant to each sector.
- Devise Policy for implementation of Skill Development programs.
- Develop norms for identification of Training Providers for skill development, identification of beneficiaries, training costs etc.

- Prepare plan for placement in industries/sectors for the candidates trained, better quality employment opportunities and candidate retention.
- Devise strategy to facilitate microfinance to the skilled candidates for self-employment in consultation with financial institutions and banks.
- Establish strategic relationships/partnerships with Financial Institutions, Banks, NGOs, Skills Training Providers, Corporates and Industries for student mobilization, trainings, course designing, evaluations and placements.
- Update existing best practices in the field of skills development, central and state government schemes and financial support under various schemes and align the program design.
- Prepare year-wise and sector-wise Action Plan keeping in view the objectives and budgetary provisions.
- Develop management plan and a framework for regular evaluation of program outcomes.
- Design reporting structure for team members for monitoring, operations and evaluation.
- Coordinate with other government departments and skills development authorities as and when required under the guidance of MD, SARTHI.
- Develop a process manual based on program activities of the first six months at the end of first semester.
- Develop standard operating procedures for various activities of Skill Development cell.
- Represent the Skill Development initiatives in various regional and national forums as and when required.
- Preparation of budget for skill development

	<p>initiatives</p> <ul style="list-style-type: none"> • Any additional Roles and Responsibilities / works assigned by the MD,SARTHI.
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Human Resource Position 2	
Human Resource Position	Project Manager (Skill Development)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 78,400/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<p>Essential Qualifications: -</p> <ol style="list-style-type: none"> 1) Master's in Social Work / Public Policy / Public Administration/B. E/PGDM in Rural Management/ Post Graduate Programme in Development Management/MBA/Executive MBA from a recognized university or reputed management institute in India or abroad/ PGDBM from Indian Institute of Management in India/ B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad 2) 5 years' experience in project Management, implementation, research related to Skill Development/Livelihoods/Education/ Entrepreneurship 3) 5 years' experience in leadership position in Vision Building / Strategic Planning / Execution

of Livelihood Projects / Research / Monitoring and Evaluation of projects at State or the National Level Institutions.

- 4) Experience of working in Project Monitoring Units of State / Central Government / CSR or any other Skill Development Projects or of working with Training Service Providers in the field of Skill Development.
- 5) Having experience in conceptualizing, designing and conducting Research and trainings, related to Skills Development Project.
- 6) Having knowledge of skill development ecosystem in Maharashtra and India, knowledge of various sectors of employment and the related skill gaps.
- 7) Experience of working on Entrepreneurship/ Incubation/ Special projects/ Industry linkages will be an added advantage
- 8) High Proficiency in English, Hindi & Marathi languages: Written & verbal
- 9) Experience of working on bid process management for large scale projects.
- 10) Ability to handle large budgets, develop MIS and documentations.
- 11) High Proficiency in MS-Excel, Word, Power Point , Email, Google Forms and other computer skills
- 12) Ability to travel and stay across the nation, as per the need of the project.

Note: The experience mentioned at Sr. No. 2 and 3 may be relaxed in case of exceptionally deserving candidate.

Preferred Additional Qualifications:

- 1) Having 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 Social Development and Skill Development.

	<ol style="list-style-type: none"> 2) Experience of collaborating with National Level Agencies/Banks/NGOs/ Academic/Educational/ Vocational Institutions. 3) Excellent Public Relation and advocacy skills: government liasoningcommunity relations and interacting with researchers. 4) Having knowledge of Government Functions. 5) Having knowledge of training program designing, various training modules, manuals curriculum development & reading material for trainees. 6) Experience of networking among industries/ corporate for encouraging their engagement in Skill Development Programs 7) Having knowledge of planning, conducting and evaluation of Trainers Training. 8) Having knowledge of Assessment, Monitoring and Evaluation of Skill Development Program. 9) Having a Certification in Project Management 10)Having Marathi Typing Skills and knowledge of using Graphic Designing tools such as DTP/ CorelDraw/Photoshop.
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • Assist Chief Project Manager/ MD, SARTHI in formulation ofexecution plan for skill development of the Target Group in Maharashtra State. • Carry out initial skills gap analysis based on identified gaps and finalize priority sectors region-wise /district-wise. • Identification of Training Providers for skill development sector wise. • Scrutiny of proposals for financial sanctions. • Identification of candidates for skill development. • Assist in exploring placement in industries/sectors for the candidates trained. • Maintenance of database about programs and prepare management report. • Maintenance of internal documentation, program outreach, social media, etc. • Maintain rapport with stakeholders including financial Institutions, program partners, Training Providers, NGOs, Industries, other

	<p>government departments, agencies etc.</p> <ul style="list-style-type: none"> • Undertake evaluation of programs and outcomes. • Compilation of information on skill development programs and to prepare management report. • Represent the Skill Development initiatives in various regional and district forums as and when required. • Organising candidate mobilisation events such as awareness camps on skill development • Any additional roles and responsibilities / works assigned by the Chief Project Manager (Skill Development)/ MD, SARTHI.
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Human Resource Position 3	
Human Resource Position	Assistant Project Manager (Skill Development)
Category wise Requirement	1-SC, 1-ST,1-VJ (A),1-NT (B), 2-OBC, 1-SEBC, 1-NT(C), 1-NT (D), 1- EWS ,1-OPEN [Total 11 (Eleven)]
Honorarium	Rs. 63,000/- (Per Month , Consolidated)

**Essential and Preferred
Additional Qualifications**

Essential Qualifications: -

- 1) Master's in Social Work / Public Policy / Public Administration / B.E / PGDM in Rural Management/Post Graduate Programme in Development Management /MBA /Executive MBA from a recognized university or reputed management institute in India or abroad/ PGDBM from Indian Institute of Management in India/ B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad
- 2) 3 years' experience in project Management, implementation, research related to Skill Development/ Livelihoods/ Education/ Entrepreneurship
- 3) Demonstrated expertise in the field of Vocational Training/Skill Development.
- 4) Having knowledge of various sectors of employment.
- 5) Having knowledge of skill development ecosystem in Maharashtra and India, knowledge of various sectors of employment and the related skill gaps
- 6) Experience of working in Project Monitoring Units of State / Central Government / CSR or any other Skill Development Projects or of working with Training Service Providers in the field of Skill Development
- 7) High Proficiency in MS-Excel, Word, Power Point, Email, Google Form and other computer skills.
- 8) High proficiency in Marathi, Hindi and English. Written and Verbal.
- 9) Ability to travel and stay across the state, as per the need of the project.

Note: The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.

	<p><u>Preferred Additional Qualifications:</u></p> <p>Preference will be given to the candidates having following additional qualifications and experiences: -</p> <ol style="list-style-type: none"> 1) Experience in capacity building support to government departments. 2) Experience in collaborating with National Level Agencies/Banks/ NGOs/ Academic / Educational and Vocational Institutions. 3) Good Public Relation and advocacy skills: government liasoning, community relations and interacting with researchers, consultants, training providers and candidates 4) Experience of working in training and placement in any reputed Company/Industry. 5) Experience of working in Public Private Partnership Projects. 6) Having experience in dealing with Corporate Bodies/NGOs working in the field of Social Entrepreneurship. 7) Having experience of managing social media pages for Skill Development Cell 8) Having knowledge of Government Functions. 9) Having knowledge of Assessment, Monitoring and Evaluation of Skill Development Programs. 10) Having Marathi Typing Skills and knowledge of using Graphic Designing tools such as DTP/ CorelDraw/Photoshop 11) Experience of developing content for social media and website, managing social media presence of the organisation
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • Assist Project Manager (Skill Development) / Chief Project Manager (Skill Development) / MD, SARTHI in execution of Skill Development plan for the Target Group in Maharashtra State. • Carry out initial skills gap analysis based on identified gaps and prepare priority sectors region-wise /district-wise. • Assist in designing of module for each course. • Identification of candidates for skill development. • Assist in exploring placement in

	<p>industries/sectors for the candidates trained.</p> <ul style="list-style-type: none"> • Scrutiny of proposals for financial sanctions. • Maintenance of data base about programs and prepare management report. • Maintenance of Internal documentation, program outreach, social media, etc. • Maintain rapport with stakeholders including financial Institutions, program partners, Training Providers, NGOs, Industries, other government departments, agencies etc. • Organising candidate mobilisation events such as Awareness camp for skill development • Any additional roles and responsibilities / works assigned by the Project Manager (Skill Development)/Chief Project Manager (Skill Development)/MD, SARTHI.
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Human Resource Position 4	
Human Resource Position	Project Officer (Skill Development)
Category wise Requirement	1-SC, 1-ST,1-VJ (A),1-NT (B), 2-OBC, 1-SEBC, 1-NT (C), 1-NT (D), 1- EWS, 1-OPEN [Total 11 (Eleven)]
Honorarium	Rs. 50,000/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<p>Essential Qualifications: -</p> <ol style="list-style-type: none"> 1) Master's in Social Work / Public Policy / Public Administration / B.E / PGDM in Rural Management/Post Graduate Programme in Development Management /MBA /Executive MBA from a recognized university or reputed management institute in India or abroad/ PGDBM from Indian Institute of Management in India/ B. Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad 2) 2 years' experience in project Management, implementation, research related to Skill Development/Livelihoods/Education/

Entrepreneurship

- 3) Demonstrated expertise in the field of Vocational Training / Skill Development.
- 4) Having knowledge of various sectors of employment.
- 5) Having knowledge of skill development ecosystem in Maharashtra and India, knowledge of various sectors of employment and the related skill gaps.
- 6) Experience of working in Project Monitoring Units of State / Central Government / CSR or any other Skill Development Projects or of working with Training Service Providers in the field of Skill Development
- 7) High Proficiency in MS-Excel, Word, Power Point , Email, Google Forms and other computer skills
- 8) High proficiency in Marathi, Hindi and English: Written and Verbal.
- 9) Ability to travel and stay across the state, as per the need of the project

Note: The experience mentioned at Sr. No. 2 may be relaxed in case of exceptionally deserving candidate.

Preferred Additional Qualifications:

Preference will be given to the candidates having following additional qualifications and experiences: -

- 1) Experience of networking among industries/ corporate for encouraging their engagement in Skill Development Programs
- 2) Experience in collaborating with National Level Agencies/Banks/ NGOs/ Academic / Educational and Vocational Institutions.
- 3) Good Public Relation and advocacy skills: government liasoning, community relations and interacting with researchers, Training Providers and candidates
- 4) Experience of working in training and

	<p>placement in any reputed Company/Industry.</p> <ol style="list-style-type: none"> 5) Experience of working in Public Private Partnership Projects. 6) Having experience in dealing with Corporate Bodies/NGOs working in the field of Social Entrepreneurship. 7) Having knowledge of Government Functions. 8) Having knowledge of Assessment, Monitoring and Evaluation of Skill Development Programs. 9) Having Marathi Typing Skills and knowledge of using Graphic Designing tools such as DTP/ CorelDraw/Photoshop 10) Experience of developing content for social media and website, managing social media presence of the organisation
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • Assist Project Manager (Skill Development)/ Assistant Project Manager (Skill Development)/ Team members of Skill Development Cell in execution of skill development plan for the target group in Maharashtra State. • Assist in carrying out initial skills gap analysis based on identified gaps and preparing priority sectors region-wise/district-wise. • Assist in designing module for each course. • Identification of candidates for skill development. • Assist in exploring placement in industries/sectors for the candidates trained. • Assist in scrutiny of proposals for financial sanctions of programs. • Maintenance of data base about programs and prepare management report. • Maintenance of Internal documentation, program outreach, social media, etc. • Maintain rapport with stakeholders including financial Institutions, program partners, Training Providers, NGOs, Industries, other government departments, agencies etc. • Organising candidate mobilisation events such as Awareness camp on Skill Development • Any other roles and responsibilities assigned by MD, SARTHI and Project Manager, Skill Development.

Human Resource Position 5	
Human Resource Position	Principal Consultant (Skill Development)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 98,000/- (Per Month, Consolidated). Negotiable
Essential Qualifications	<p>Essential Qualifications: -</p> <ol style="list-style-type: none"> 1) MS/M.Tech/ M.E. in Computer Science/ Computer Engineering/ Information Technology/ Information System/ Electronics and Telecommunication / Electronics from any reputed and accredited Indian institute or abroad. 2) 8+ years of experience in leading the project management and monitoring of projects across Skill Development/ Entrepreneurship/Incubation/Special projects/large scale e-Governance projects or experience in development and management of software projects, web applications and website IT projects 3) Minimum 5 years of working experience with Government of Maharashtra 4) Experience of online bid process management, IT implementation, portals, project management and support. 5) Experience of dealing with dashboards, preparation of reports, presentations and analysis

	<p>6) Experience in Venture capital funds/ Accelerators/ Incubators, Change Management and industry linkages, Corporate Planning, Business Process Re-engineering, Performance Management</p> <p>7) High Proficiency in English, Hindi & Marathi languages: Written & verbal</p> <p>Note: <u>The experience mentioned at Sr. No. 2 and 3 may be relaxed in case of exceptionally deserving candidate.</u></p>
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • Take up all IT initiatives instructed by MD, SARTHI. • Manage computerization & software related matters of SARTHI. • Develop Websites/ Micro sites for Skill Development project & other departments of SARTHI and to manage Tools, Web API's and maintain Data Warehouse. • Develop and maintain Web Applications, Websites and Web Services of SARTHI and to develop API's for SARTHI. • To integrate SARTHI's websites with Social Media using Face book, Twitter, Instagram, etc. and help users interact using Social Media • To monitor status, web traffic and analytics of the site. Log errors and irregular activities on the site and set up notifications for it. • Assist various departments of SARTHI to implement the online application forms, mobile application, MIS system, etc. • Assist MD, SARTHI in maintaining project schedules, work break down structures (WBS), issue/ decision logs, meeting summaries and status reports to ensure effective, ongoing communications across all team members. • Design tools, reports, charts and graphs to provide ongoing, at-a glance summaries of project status and application prototype performance. • Collaborate with programmers, executives, program managers, etc. of C-DAC and other agencies to ensure project deliverables on track and aligned with all the stakeholders involved in the projects to ensure its alignment

	<p>with business goals and SARTHI expectations.</p> <ul style="list-style-type: none"> • Designing of awareness programs using IT tools. • Development of a policy for Social Media and help in social media campaigns through mediums like Facebook, Twitter etc. • To assist in organizing trainings, discussions, workshops, seminars, awareness programs, etc. for all the stakeholders, using IT. • To evolve guidelines in setting up Helpline and Counselling Centers and assist SARTHI to run it effectively • Assist in requirement gathering and preparation of System and Functional Requirement specification, System design, review and monitoring of IT / Software implementation, testing and Go Live support for systems and applications like <ul style="list-style-type: none"> a. Mobile App to map the various Doots, skill development and any other initiatives of SARTHI b. SARTHI Website c. Skill Development Management Information System d. Skill Aptitude Test e. Online forms for candidate registration, online assessment etc. • Online Bid Management Support through Preparation of RFP documents for various projects, responding to pre-bid queries, Assist SARTHI in evaluation of technical and commercial bids • Additional Roles and Responsibilities / works assigned by the MD, SARTHI.
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Human Resource Position 6	
Human Resource Position	Senior Consultant (Skill Development)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 78,400/- (Per Month, Consolidated)

<p>Essential and Preferred Additional Qualifications</p>	<p>Essential Qualifications: -</p> <ol style="list-style-type: none"> 1) MS/M.Tech/ M.E. in Computer Science/ Computer Engineering/ Information Technology/ Information System/ Electronics and Telecommunication / Electronics from any reputed and accredited Indian institute or abroad. 2) 5 years of experience in the area of MIS, Office Management 3) Experience of leading the project management and monitoring of projects across Skill Development/ Entrepreneurship/Incubation/Special projects/large scale e-Governance projects 4) Experience of working on at least 2 skill development projects in India 5) Experience of empanelment of training providers for different schemes. 6) Experience in monitoring of training providers performance - monitoring & evaluation of training outcomes, quality of trainings and infrastructure 7) Experience in Skill Development, e-Governance, Business Process Re-engineering, Project Management and Monitoring. 8) Experience in procurement from Government Marketplace portal. 9) Should have worked on skill development project in Maharashtra. 10)Should have experience of end to end implementation of skill development project. 11)High Proficiency in English, Hindi & Marathi languages: Written & verbal 12)High Proficiency in MS-Excel, Word, Power Point, Email, Google Forms and other computer skills. <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>	<ul style="list-style-type: none"> • Manage computerization & software related matters of SARTHI. • Deal with requests and demands related to IT Infrastructure and facilitiesrequired for the

	<p>SARTHI.</p> <ul style="list-style-type: none">• Assist MD, SARTHI to implement the software and for MIS system.• Coordinate, manage, supervise and monitor the functioning of the call and guidance centre (toll free number and on-line facility).• Coordinate with other government departments / semi government agencies / Corporates and other stakeholders as and when required under the guidance of MD, SARTHI.• Assist MD,SARTHI 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.• Design tools, reports, charts and graphs to provide ongoing, at a-glance summaries of project status and application prototype performance.• Collaborate with programmers, executives, program managers, etc. of C-DAC and other agencies to ensure project deliverables on track and aligned with business goals and expectations.• Designing of awareness programs using IT tools.• Development of a policy for Social Media and help in social media campaigns through mediums like Facebook, Twitter etc.• To assist in organizing trainings, discussions, workshops, seminars, awareness programs, etc. for all the stakeholders, using IT.• Assist in requirement gathering and preparation of System and Functional Requirement specification, System design, review and monitoring of IT / Software implementation, testing and Go Live support for systems and applications like<ol style="list-style-type: none">a. Mobile App to map the various Doots, skill development and any other initiatives of SARTHIb. SARTHI Websitec. Skill Development Management Information Systemd. Skill Aptitude Teste. Online forms for candidate registration, online assessment, training providers
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	<p>registration etc.</p> <ul style="list-style-type: none"> • Online Bid Management Support through Preparation of RFP documents for various projects, responding to pre-bid queries, Assist SARTHI in evaluation of technical and commercial bids. • Additional Roles and Responsibilities / works assigned by the MD, SARTHI.
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Human Resource Position 7	
Human Resource Position	Consultant (Skill Development)
Category wise Requirement	1-SC, 1-ST,1-VJ (A),1-NT (B), 2-OBC, 1-SEBC, 1-NT (C), 1-NT (D), 1- EWS ,1-OPEN [Total 11 (Eleven)]
Honorarium	Rs. 63,000/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<p>Essential Qualifications: -</p> <ol style="list-style-type: none"> 1) B.E /M.Sc. in Computer Science/ Computer Application/ Information Technology/ Electronics and Telecommunication / Electronics / Master in Computer Application from any reputed and accredited Indian institute or abroad. 2) 3 years' experience in system & network administration. 3) Experience of working on at least 1 skill development projects in India. 4) Experience of empanelment of training providers for different scheme 5) Experience in monitoring of training providers performance - monitoring & evaluation of training outcomes, quality of trainings and infrastructure 6) Experience in Skill Development, e-Governance, Business Process Re-engineering, Project Management and Monitoring. 7) Experience of managing website and social media presence of the organisation would be

	<p>an added advantage</p> <p>8) Having Marathi Typing Skills and knowledge of using Graphic Designing tools such as DTP/ CorelDraw/Photoshop would be an added advantage</p> <p>9) High Proficiency in MS-Excel, Word, Power Point, Email, Google Forms and other computer skills.</p> <p>10) Experience in procurement from Government Marketplace portal.</p> <p>11) Should have experience of end to end implementation of skill development project</p> <p>12) High Proficiency in English, Hindi & Marathi languages: Written & verbal</p> <p>Note: <u>The experience mentioned at Sr. No. 3 may be relaxed in case of exceptionally deserving candidate.</u></p>
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • To work as system & network administrator in SARTHI. • Maintain and administer networks and related computing environments including computer hardware, systems software, application software and all configurations. • Coordinate with vendors and with their personal in order to facilitate purchases. • Collaborate with programmers, executives, program managers, etc. of CDAC and other Agencies to ensure project deliverables on track and aligned with all the stakeholders involved in the projects to ensure its alignment with business goals and SARTHI expectations. • Designing of awareness programs using IT tools • Development of a policy for Social Media and help in social media campaigns through mediums like Facebook, Twitter etc. • To assist in organizing trainings, discussions, workshops, seminars, awareness programs, etc. for all the stakeholders, using IT. • To evolve guidelines in setting up Helpline and

	<p>Counselling Centers and assist SARTHI to run it effectively</p> <ul style="list-style-type: none"> • Support in requirement gathering and preparation of System and Functional Requirement specification, System design, review and monitoring of IT / Software implementation, testing and Go Live support for systems and applications like <ul style="list-style-type: none"> a. Mobile App to map the various Doots, skill development and any other initiatives of SARTHI b. SARTHI Website c. Skill Development Management Information System d. Skill Aptitude Test e. Online forms for candidate registration, online assessment, training providers registration etc. • Online Bid Management Support through Preparation of RFP documents for various projects, responding to pre bid queries, Assist SARTHI in evaluation of technical and commercial bids • Additional Roles and Responsibilities / works assigned by the MD, SARTHI.
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Human Resource Position 8	
Human Resource Position	Detailed Project Report (DPR) Consultant (Skill Development)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 98,000/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<p>Essential Qualifications: -</p> <ol style="list-style-type: none"> 1. Master's in Social Work / Public Policy / Public Administration/B.E / PGDM in Rural Management/Post Graduate Programme in Development Management /MBA /Executive MBA from a recognized university or reputed management institute in India or abroad/ PGDBM from Indian Institute of Management in India/ B.

Tech from any Indian Institute of Technology/ National Institute of Technology or any reputed institute from India or abroad

2. 7 years' experience in Detailed Project Report preparation, project Management, implementation, research related to Skill Development/ Livelihoods/ Education/ Entrepreneurship
3. 7 years' experience in leadership position in Vision Building / Strategic Planning / Execution of Livelihood Projects / Research / Monitoring and Evaluation of projects at State or the National Level Institutions.
4. Experience of working in Detailed Project Report preparation of State / Central Government / CSR or any other Skill Development Projects
5. Having experience in conceptualizing, designing project related to Skills Development.
6. Having knowledge of skill development ecosystem in Maharashtra and India, knowledge of various sectors of employment and the related skill gaps
7. High Proficiency in English, Hindi & Marathi languages: Written & verbal
8. Ability to handle large budgets, develop MIS and documentations.
9. High Proficiency in MS-Excel, Word, Power Point , Email, Google Form and other computer skills
10. Ability to travel and stay across the nation, as per the need of the project.

Note: The experience mentioned at Sr. No. 2 and 7 may be relaxed in case of exceptionally deserving candidate.

Preferred Additional Qualifications:

1. Having knowledge of Government Functions.
2. Having knowledge of training program designing, various training modules, manuals curriculum development.
3. Experience of networking among industries/ corporate for encouraging their engagement in Skill Development Programs
4. Having knowledge of Assessment, Monitoring and Evaluation of Skill Development Program.

Roles and Responsibilities

- Design Strategic and execution plan with Detailed Project Report for various Skill Development initiatives.
- Carry out initial Skills Gap Analysis based on identified gaps, finalize priority sectors and build sector-wise implementable strategies and plans relevant to each sector.
- Devise Policy for implementation of Skill Development programs
- Develop norms for identification of Training Providers for skill development, identification of beneficiaries, training costs etc
- Prepare plan for placement in industries/sectors for the candidates trained ,better quality employment opportunities and candidate retention
- Devise strategy to facilitate microfinance to the skilled candidates for self-employment in consultation with financial institutions and banks.
- Establish strategic relationships/partnerships with Financial Institutions, Banks, NGOs, Skills Training Providers, Corporate and Industries for student mobilization, trainings, course designing, evaluations and placements.
- Update existing best practices in the field of skills development, central and state government schemes and financial support under various schemes and align the program design.
- Prepare year-wise and sector-wise Action Plan keeping in view the objectives and budgetary provisions.
- Develop management plan and a framework for regular evaluation of program outcomes.
- Design reporting structure for team members for monitoring, operations and evaluation.
- Coordinate with other government departments and skills development authorities as and when required under the guidance of MD, SARTHI.
- Develop a process manual based on program activities of the first six months at the end of first semester.
- Develop standard operating procedures for various activities of Skill Development cell
- Represent the Skill Development initiatives in various regional and national forums as and when required.
- Preparation of budget for skill development initiatives
- Any additional Roles and Responsibilities / works

assigned by the MD, SARTHI.

Human Resource Position 9	
Human Resource Position	Chief Project Director (Coaching & Guidance)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 66,500/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<ol style="list-style-type: none">1. Post Graduate in any stream from any recognized University in India/ 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. Work experience of 7 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 Coaching, Developing test series, etc.4. High Proficiency in English, Hindi & Marathi languages: Written & verbal5. 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>
Roles and Responsibilities	<ol style="list-style-type: none">1. The Chief Project Director will be the overall in-charge of coaching classes. He/she will be responsible for effectively organizing and managing the coaching classes.2. Conducting Coaching Needs Analysis for developing an appropriate Coaching Plan for the youth from

	<p>Target Group appearing in examinations.</p> <ol style="list-style-type: none"> 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. 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. <p>Additional Roles and Responsibilities assigned by the MD, SARTHI.</p>
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Human Resource Position 10	
Human Resource Position	Project Director (Coaching & Guidance)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 55,000/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognized University in India/ 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. Work experience of 5 years in managing, monitoring and evaluating the performance of coaching classes

	<p>for competitive 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 Coaching, Developing test series, etc. 4. High Proficiency in English, Hindi & Marathi languages: Written & verbal 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>	<ol style="list-style-type: none"> 1. The Project Director will be the overall in-charge of coaching classes. He/she will be responsible for effectively organizing and managing the coaching classes. 2. Conducting Coaching Needs Analysis for developing an appropriate Coaching Plan for the youth from Target Group 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. 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. <p>Additional Roles and Responsibilities assigned by the Chief Project Director (Coaching & Guidance)/ MD, SARTHI.</p>

Human Resource Position 11	
Human Resource Position	Project Consultant (Coaching Classes)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 60,000/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognised University in India/ 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. 2. Work experience of 5 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, Hindi & Marathi languages: Written & verbal 5. Knowledge of Computer Applications (Advance Excel, Word, Power point, etc. 6. Should be having good contacts with various coaching institutes for competitive examination. 7. Should be having experience of Bid Management Support through Preparation of Bid document, responding to pre-bid queries, assist SARTHI in evaluation of technical and commercial bids, etc
Roles and	<ol style="list-style-type: none"> 1. The Project Director will be the overall in-charge of

Responsibilities	<p>coaching classes. He/she will be responsible for effectively organizing and managing the coaching classes.</p> <ol style="list-style-type: none"> 2. Conducting Coaching Needs Analysis for developing an appropriate Coaching Plan for the youth from Target Group 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. 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. <p>Additional Roles and Responsibilities assigned by the Chief Project Director (Coaching & Guidance)/ MD, SARTHI.</p>
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Human Resource Position 12	
Human Resource Position	Assistant Project Director (Coaching & Guidance)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 35,000/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognised University in India/ 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

	<p>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.</p> <ol style="list-style-type: none"> 2. Work experience of 3 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 Coaching, Developing test series, etc. 4. High Proficiency in English, Hindi & Marathi languages: Written & verbal 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>	<ol style="list-style-type: none"> 1. The Assistant Project Director will be in-charge of coaching classes. He/she will be responsible for effectively organizing and managing the coaching classes. 2. Conducting Coaching Needs Analysis for developing an appropriate Coaching Plan for the youth from Target Group appearing in examinations. 3. Monitor and evaluate the performance of coaching Sessions. 4. Organize 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. 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. <p>Additional Roles and Responsibilities assigned by the</p>

	Project Director (Coaching & Guidance)/ MD, SARTHI.
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Human Resource Position 13	
Human Resource Position	Project Officer (Coaching & Guidance)
Category wise Requirement	1 (One) Open
Honorarium	Rs. 27,000/- (Per Month, Consolidated)
Essential and Preferred Additional Qualifications	<ol style="list-style-type: none"> 1. Post Graduate in any stream from any recognized University in India/ 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. Work experience of 3 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 Coaching, Developing test series, etc. 4. High Proficiency in English, Hindi & Marathi languages: Written & verbal 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>
Roles and Responsibilities	<ol style="list-style-type: none"> 1. The Project Officer will be the in-charge of coaching classes. He/she will be responsible for effectively organizing and managing the coaching classes. 2. Conducting Coaching Needs Analysis for developing an appropriate Coaching Plan for the youth from Target Group appearing in examinations.

	<ol style="list-style-type: none">3. Monitor and evaluate the performance of coaching Sessions.4. Organize 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. 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. <p>Additional Roles and Responsibilities assigned by the Project Director (Coaching & Guidance)/ MD, SARTHI.</p>
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