



**Walk-in -Selection for Following Positions To Support Migration Support Center Under DDU-GKY
Project at Rewari and Bengaluru**

JSLPS is a state government supported society implementing DDU-GKY programme as State Rural Livelihood Mission (SRLM) in the state of Jharkhand. As a part of its plan under DDU-GKY, Migration Support Centres (MSC) are already established in Bengaluru (Karnataka) and Rewari (Haryana) to extend intended support to its targeted beneficiaries. For this propose, JSLPS requires local candidates for backlog consultant positions in Bengaluru and Rewari to manage the MSCs. In this light a Walk-in-Selection Process is scheduled for following short term backlog consultant positions.

Applications are invited from suitable candidates for the following positions under DDU-GKY programme for Migration Support Centre (MSC) in Bengaluru and Rewari.

SI No	Position	Project	Place of Posting	No. of Position	Salary
1	MIS, Accounts and Admin. Asst.	DDU-GKY	Bengaluru & Rewari	1 position for each MSC	₹ 20,000/- PM
2	Office Boy	DDU-GKY	Bengaluru & Rewari	1 position for each MSC	₹ 8,000 -- ₹ 10,000/- PM

The selection will be conducted through **Walk-In Mode** as per the below mentioned schedule:

- **Date of the Walk- in Selection:** 05-12-2021, (Sunday)
- **Venue for Recruitment at Rewari:** House No-6439, Unique Colony, Bithwana - Bawal Road, Rewari- 123401, Haryana.
- **Venue for Recruitment in Bengaluru:** House No. 169, 7th Cross, Royal Gardenia, Hosur Road, Bommasandra, P.s Hebbagodi, Bangalore – 560099 (Karnataka)
- **Time:** 10:00 AM onwards.
- **Registration Time:** 10:00 AM to 11:00 AM
- Selection Process will start from 11.00 AM onwards. ***This may extend to next or other day depending upon number of candidates appearing for the selection process.*** All interested candidates appearing in selection process must be ready for this.
- Candidates will not be allowed once the registration is over. All engagement of said positions will follow the terms & conditions as approved by the JSLPS management

Important Instructions:

1. All above requirements are purely short-term consultant positions as per the Consultant Policy. Numbers of position may increase or decrease based on requirement of the project.
2. Further details regarding eligibility criteria (Education as well as Experience), selection process & cut off for each level of selection is also uploaded on <http://jslps.in/category/careers/> . Candidates appearing for the above position/s must read it carefully. Only bona fide candidates meeting the eligibility criteria may

appear for Walk-In selection process. The candidates who do not possess relevant educational qualification and experience may not apply for any of the above positions.

3. The selection process will include Written Test, Presentation/GD and Personal Interview.
4. Written test for all advertised positions will be the base for shortlisting for next stages of recruitment.
5. The Candidate has to carry following documents (original as well as self-attested photocopy) at the time of Walk-In Selection Process:
 - a. All Educational / Academic Certificates.
 - b. All Experience Certificates (Relieving and Experience Letter from all previous employers. Appointment letter of current employer).
 - c. Aadhar card/Driving Licence/Voter ID or other relevant photo Identity Proof.
 - d. 2 passport size recent coloured photograph of self.
6. No TA/DA will be given to candidates for attending the Walk-In selection process

DETAILS OF DESIRED QUALIFICATION, EXPERIENCE, SKILLS AND JOB DESCRIPTION

Sr. No.	Position	No. Of Position	Eligibility Criteria
1	MIS, Accounts and Admin. Assistant	1	<p>Qualification: Full Time 3 years' Graduate Degree in Commerce or similar from a government recognised university/academic institution.</p> <p>Experience Required: Minimum 2 years of post-qualification (starting after successful completion of minimum required education qualification) <u>RELEVANT</u> work experience (in subject related to the position) of working in project/programme for poverty eradication /livelihoods/social or rural development implemented by Government/reputed NGOs/Corporate Entities or relevant organisation. Experience should include being engaged in programme implementation role. Experience of working with poor's institutions and government systems would be given preference.</p> <p>Skills Required</p> <ul style="list-style-type: none"> Computer Skills – Excellent working knowledge in MS Office environment. Language Skills – Very Good writing and oral skills in both English and Hindi. Other Skills and Knowledge – Knowing Government system & its functioning, development policies and good understanding of Jharkhand's development priorities would strengthen the candidature. Ready to be located anywhere in the state of Karnataka as per programme requirement and decision of the JSLPS management. Good verbal and written communication skills, Excellent attention to detail and the ability to maintain clear and accurate financial records Computer literacy and the ability to use various specialist applications and Reasonable word processing skills Good administrative skills, an organised and methodical approach to working and the ability to concentrate on one task for long periods of time

			<ul style="list-style-type: none"> • The ability to work independently and as part of a team, a polite cheerful attitude, particularly when meeting candidates and an honest and discreet attitude when dealing with company accounts • A willingness to undertake professional development, the ability to work to deadline and the ability to balance a number of conflicting demands • The ability to learn quickly and adapt to (often complex) in-house systems
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • To maintain files and computerized accounting databases and to scan and fil all paper documents into office network and to perform daily entry of accounting and weekly perform checking and updating. • To perform debit, credit and totals accounts on computer spreadsheets, using Excel. • Responsible for Management of petty cash transactions, Prepare weekly and monthly financial reports. • To maintain confidential information. to perform general office duties and administrative tasks. • To help to coordinate team activities and ensure that efficient accounting services were provided at all times and to perform basic office tasks, such as filing, data entry, answering phone calls, processing the E-Mails etc. • You will be responsible for the data management which includes timely collection of records, entering data in the MIS system, verifying the data and reporting • To act as first point of contact with the field. Coordinate all field activities with implementing staff and to assist in designing of project specific monitoring tools. • To Ensure formal and informal project monitoring reports are submitted to Center manager in a timely and efficient manner and to maintain confidentiality and observe data protection guidelines. • To answer and direct phone calls, organize and schedule appointments • Plan meetings and take detailed minutes, write and distribute email, correspondence memos, letters, faxes and forms • Assist in the preparation of regularly scheduled reports, develop and maintain a filing system • Update and maintain office policies and procedures • Maintain contact lists, book travel arrangements and submit and reconcile expense reports • Provide general support to visitors and to act as the point of contact for internal and external clients • Liaise with other staffs to handle requests and queries from senior managers <p>Any other duties assigned by the project authorities.</p>			

Sr. No.	Position	No. Of Position	Eligibility Criteria
2	Office Boy	1	<p>Qualification: Minimum 8th Class pass out with basic office skills</p> <p>Skills and Specifications: Should be honest, respectful, and trustworthy.</p> <p>Experience: Minimum 1 years of post-qualification (starting after successful completion of minimum required education qualification) <u>RELEVANT work experience (in subject related to the position)</u></p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Monitoring the use of equipment and supplies within the office. • Dealing with queries or requests from the visitors and employees. • Coordinating the maintenance and repair of office equipment. • Assisting other administrative staff in wide range of office duties. • Cooperating with office staff to maintain proper interaction and a friendly environment within the office. • Making & Serving Tea/Coffee, Lunch/Snacks to Management, Office Staff & Visitors. 			

- Maintain stock of necessary items used in office, to maintain the cleanliness of the office and to perform all duties given by Seniors time to time.

Any other duties assigned by the project authorities.