



Recruitments

Applications from Eligible Candidates are invited for the following Projects: Rashtriya Madhyamik Shiksha Abhiyan a Centrally Sponsored scheme, Gujarat Knowledge Society a Government of Gujarat initiative and Secondary Teachers Training Institute for the following Posts.

Sr. No.	Project	Assignment	Monthly Remuneration	Educational Qualifications
1	RMSA	Project Coordinator (MIS/SEMIS)	Rs.25,000/-	Computer Engineer or MCA from recognized university with 3 years of Experience in IT.
2	RMSA	Project Coordinator (Finance)	Rs.40,000/- to Rs.50,000/-	Chartered Accountant from recognized institute with at least 3 years of experience
3	RMSA	Account Assistant	Rs.9000/-	Graduate in any Discipline from recognized university *(Preferably B.COM) With 3 Years Experience of maintaining Accounts.
4	GKS	Zonal Coordinators Stationed at various cities of Gujarat.	Rs.12,500/- (plus incentives upto Rs.2500/- based on performance)	Graduate in any discipline having 5 years of Experience in Sales/Marketing in reputed Industry/Company.
5	S.T.T.I	Office Assistant	Rs. 7000/-	Any Graduate with 1- 3 Years Experience in Office administration and maintenance of accounts.
6	S.T.T.I	Project Coordinator (Monitoring & Evaluation)	Rs.25,000/-	BBA or MBA from recognized university with 3 years of work Experience.

***For post shown above, good knowledge and proficiency in English language is essential.**

The initial assignment will be for a period of 11 months on contract basis with a scope of renewal, based on satisfactory performance. Job requirements, Application Forms and other details can be obtained from the website: www.cos-mdm.gujarat.gov.in.. Candidates will have to send the filled up forms with his or her (candidate) signature by Registered Post A/D or SPEED POST of Indian Postal Service only with the copies of necessary certificates to reach this office before 25th November, 2010 on the following address: **Joint Director (Accounts), Gujarat Council of Secondary Education Commissionerate of Schools & M.D.M Block-9,1st floor, Dr. Jivraj Mehta Bhavan, Sector-10, Gandhinagar-382010.** The envelope of the application must clearly state the post and the project for which the application is made. The short listed names of the candidates for the interview will be available on above mentioned websites on 30th November, 2010.It is the responsibility of the candidate to check the above mentioned website and appear for the interview on the date of interview. Any kind of travel expense should not be claimed.

**Joint Director,(Accounts)
Gujarat Council of Secondary Education
Commissionerate of Schools & M.D.M Gandhinagar**

Rashtriya Madhyamik Shiksha Abhiyan, Gujarat
Gujarat Council of Secondary Education, Gandhinagar
Block No: 9, 1st Floor, Dr.Jivraj Mehta Bhavan, Gandhinagar
(Office of Commissioner Schools & MDM)

Eligibility Criteria, Job Profile and Other Details

Name of the Post	... Project Co-ordinator (MIS /SEMIS)
No. of the Posts	... One
Location Gandhinagar
Eligibility Criteria	...
A. Educational Qualifications:	Computer Engineer Graduate or M.C.A from recognized University with 3 years experience
B. Age :	Not exceeding 40 years.
C. Desired skill:	Proficiency in computer and web-internet Applications. Good knowledge of Management Information System. Experience of Online job or tasks.
D. Language Skills:	Good knowledge and proficiency in English language is essential

Remuneration : Consolidated monthly remuneration of Rs. 25,000/-

Reporting : The Project Co-ordinator (**MIS \SEMIS**) will report to Joint Director,(Accounts), **Gujarat Council of Secondary Education,Gandhinagar**

Duration of the assignment: The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on Satisfactory performance.

Extent of touring: The extent of touring will be medium. The Co-ordinator is expected to set up extraordinary set up of MIS related work. The Coordinator will have to create new programmes for RMSA & GCSE.

Duties and Responsibilities:

Co-ordinator (MIS \SEMIS) under the guidance of the State Mission Director GCSE and directly under the RMSA Cell, is responsible for :

Ensuring full knowledge and systematic application, including by key staff of relevant State/GOI official and latest knowledge of Programming and Creation of new software's.

- Managing the MIS|SEMIS(Secondary Education Management System) required for state level activities under the project and manage the Continuous coordination with NUEPA ,Delhi and MHRD, GOI
- Liaising with the Officer, SEMIS at the national level, providing information on issues (problems and solutions)
- Acting as a support and reference person for all project-related & computer related tasks.
- Submitting quarterly progress reports to the RMSA Cell & GOI.

Acting as first line for dealing with enquiries and complaints referred to the GCSE & RMSA

Rastriya Madhyamik Shiksha Abhiyan, Gujarat
Gujarat Council of Secondary Education, Gandhinagar
C/o. Commissionerate of School & MDM

Block –No. 9 1st Floors, Dr. Jivraj Mehta Bhavan, Sector-10, Gandhinagar

Eligibility Criteria, Job Profile and Other Details

Name of the Post	... Project Coordinator (Finance)
No. of the Posts	... One
Location Gandhinagar
Eligibility Criteria	...
A. Educational Qualifications	: Chartered Accountant from recognized institute with 3 years of experience
B. Age	: Not exceeding 40 years.
C. Desired skill	: Proficiency in computer and web-internet applications.
D. Language Skills	: Good knowledge and proficiency in English is essential

Remuneration: Consolidated monthly remuneration of Rs.40,000/- to Rs.50,000/-.

Reporting : The Project Coordinator (Finance) will report to **Joint Director, (Accounts), Commissioner MDM & Schools Gandhinagar**

Duration of the assignment: The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on satisfactory performance.

Extent of touring: The extent of touring will be medium. The Consultant is expected to periodically visit Schools\ sites located in different places of Gujarat State.

Duties and Responsibilities:

Project Consultant (Finance) under the guidance of Commissioner MDM & Schools, is responsible for:

- Managing the funds provided for state level activities under the project, including monitoring project accounts and costs.
- Ensuring full knowledge and systematic application, including by key staff within the State/ according to **GOI** procedures and requirements for financial management.
- Liaising with the Finance Officer at the national level, providing information on issues (problems and solutions) for the national clearing house.

- Acting as a support and reference person for all project-related financial management tasks.
- Preparing annual estimates and budget for the project at state level and submit to GOI
- Ensuring timely release of funds for project activities at State level
- Ensuring maintenance of project accounts as per standard procedures.
- Preparing quarterly Financial Management Reports (FMRs) and ensure their timely submission to GOI
- Ensuring the timely preparation and submission of monthly/quarterly claims for reimbursement.
- Coordinating submission of annual audit report from state to GOI and timely compliance of audit observations. If a system of internal audit exists the Finance Officer should ensure adequate coverage, scope and timely and satisfactory response to observations by internal auditors.
- Reviewing and monitoring financial management arrangements for the RMSA project.

Rashtriya Madhyamik Shiksha Abhiyan, Gujarat
Gujarat Council of Secondary Education, Gandhinagar

Block No: 9, First Floor, Dr.Jivraj Mehta Bhavan, Gandhinagar
(Office of Commissioner Schools & MDM)

Eligibility Criteria, Job Profile and Other Details

Name of the Post ... Accounts Assistant

No. of the Posts ... One

Location Gandhinagar

Eligibility Criteria ...

- A. Educational Qualifications : Graduate in any Discipline from recognized university * (Preferably B.COM). With 3 years of Experience in maintaining accounting.
- B. Age : Not exceeding 35 years.
- C. Desired skill : Proficiency in Computer and Tally.
- D. Language Skills : Good knowledge and proficiency in English is essential.

Remuneration : Consolidated monthly remuneration of Rs.9000/- per month

Reporting : The account assistant will report to Joint Director (Accounts) **Gujarat Council of Secondary Education, Gandhinagar**

Duration of the assignment : The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on satisfactory performance.

Duties and Responsibilities:

Account Assistant, under the guidance of the State Mission Director GCSE and directly under the RMSA Cell, is responsible for:

- Assisting the Accountant in preparing the vouchers, cheques, managing petty cash, maintaining Cash Book/Bank Book etc.
- Making entries in Tally regarding RMSA accounts.
- Managing all the account related files.
- Assisting in Budget preparation.
- To prepare Bank Reconciliation Statement.
- Drafting, preparing notes related to accounts.

Any accounts related work given by the Accountant or Superior has to be done.

GUJARAT KNOWLEDGE SOCIETY

Block No 9, First Floor, Commissionerate of School & MDM.
Dr. Jivraj Mehta Bhavan, Gandhinagar-382010

Eligibility Criteria, Job Profile and Other Details

Name of the PostZonal Coordinator
LocationVarious Cities of Gujarat
Eligibility Criteria

- A. Educational Qualifications: Any Graduate with 5 years of Experience in reputed Industry/Company.
- B. Age: Not exceeding 40 Years
- C. Desired Skill: Good Written and Communication Skills with proficiency in computer and web-Internet applications. Knowledge of English language is must.

Remuneration: Consolidated monthly remuneration of Rs. 12,500/- plus incentives upto Rs.2500/- based on performance

Reporting: The Zonal Coordinator will report to **CEO, Gujarat Knowledge Society Gandhinagar**

Duration of Assignment: The initial assignment will be for a period of 11 months on contractual basis with a scope for renewal, based on satisfactory performance.

Extent of touring: The extent of touring will be extensive. The Consultant is expected to regularly visit schools, engineering colleges, polytechnics & other institutions like ITI's located in different places based upon the allotted location.

Duties & Responsibilities:

The Zonal Coordinator is directly responsible for:

- Raising Awareness of the Project Objectives and eligibility criteria for concern project unit.
- Helping in promotion of various GKS Initiatives & activities at local level
- Identifying training needs in a participatory way and preparing plans for meeting the training needs of the institutions' principals and teachers
- Making Regular Visits at the Authorized GKS Training Centers & solving queries present at the centers
- Coordination of activities between the Training partners, Content Developers, Assessment & Training Partner, Impact Assessment Agency & GKS, Gandhinagar

Secondary Teachers Training Institute

Sector 12, GCERT Campus

Eligibility criteria, Job profile and other details

Name of the PostOffice Assistant
LocationGandhinagar
Eligibility Criteria

- A. Educational Qualifications: Any Graduate with 1- 3 Years Experience in Office administration and maintenance of accounts.
B. Age: Not exceeding 40 Years
C. Desired Skill: Good at computerized books of accounts, excellent proficiency in MS Office, Knowledge of English Language & Government accounting system is preferable.

Remuneration: Consolidated monthly remuneration of Rs. 7,000/-

Reporting: The Office Assistant will report to Joint Director,(Secondary) S.T.T.I

Duration of Assignment: The initial assignment will be for a period of 11 months on contractual basis with a scope for renewal, based on satisfactory performance.

Extent of touring: The extent of touring will be medium.

Duties & Responsibilities:

The Office Assistant is directly responsible for:

- Monitoring the implementation of the project on a day to day basis.
- Liaising with the concerned units, providing information on issues.
- Work as Management Assistant.
- To provide support to various aspects of HR functions such Recruitment, Planning & Finance Management for any projects implemented by STTI.
- To prepare project related documentation and reports and perform any other duties assigned by the Joint Director,(Secondary).
- Co ordination with other offices and exchange of information's.
- Inward and Outward of letters and Bank related works.

Secondary Teachers Training Institute
Sector 12, GCERT Campus

Eligibility criteria, Job profile and other details

Name of the Post ... Project Co-ordinator (**Monitoring and Evaluation Unit**)

No. of the Posts ... One

Location Gandhinagar

Eligibility Criteria ...

- A. Educational Qualifications : BBA/ M.B.A. from recognized university with 3 years experience
- B. Age : Not exceeding 40 years.
- C. Desired skill : Proficiency in computer and web-internet applications.
- D. Language Skills : Good knowledge and proficiency in English language is essential.

Remuneration : Consolidated monthly remuneration of Rs. 25,000/-

Reporting : The Project Co-ordinator (Monitoring and Evaluation Unit) will report to Joint Director,(Secondary) S.T.T.I

Duration of the assignment : The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on satisfactory performance.

Extent of touring : The extent of touring will be medium. The Co-ordinator is expected to periodically visit Schools/sites located in different places of Gujarat State.

Duties and Responsibilities:

Project Co-ordinator (Monitoring & Evaluation Unit), under the guidance of the Commissioner of Schools & MDM regarding the project MIS \ SEMIS at the state level.

- Monitoring the implementation of the project on a day to day basis.
- Liaising with the Monitoring and Evaluation Specialists at the national level, providing information on issues (problems and solutions) for the national clearing house.
- Assisting the Monitoring and Evaluation Specialist at the national level to incorporate baseline data on the performance of institutions into the MIS.
- Implementing and overseeing procedures for the regular monitoring of performance of institutions participating in the project. This will include procedures for assisting with ad hoc surveys (such a tracer studies and surveys of employers' attitudes).

- Undertaking regular field visits in order to monitor institutions using a simple checklist, and consolidate quarterly monitoring reports based on the checklists. Propose any corrective action that needs to be taken. This should be acted on by the State Mission Director. The Monitoring & Evaluation Unit is responsible for collating these monitoring reports from RMSA Cell, and preparing semi-annual monitoring reports.

APPLICATION FORM

Affix here
Most recent
Colour
Passport size
photograph

1. Name of Post: _____

2. Name of Project: _____

(Please mention the Name of the Project for which you are applying)

3. Name of the Applicant: _____

(Surname)

(First Name)

(Middle Name)

4. Sex: MALE / FEMALE

5. Present Address (with current mobile no, Residence number and Pin code) :

6. Permanent Address (with permanent mobile no, Residence number and Pin code):

7. Email Address: _____

8. Date of Birth (dd/mm/yyyy) format: _____ Place of Birth: _____

9. Mother Tongue: _____

10. Educational Qualification:

Qualification	Degree	Name of University\ Board	Year	Marks out of	Percentage
1. SSC				\	
2. HSC				\	
3. Graduation (*)				\	
4. Post Graduation (*)				\	
5. Others, if any				\	

11. Languages Known (Tick Mark)

Sr No	Language	Speak	Read	Write
1				
2				
3				
4				

12. WORK EXPERIENCE RECORD (Please start with Present / Last Organization)

Duration	Total Exp. In Months	Name & Address of the Organization (with its contact number)	Reporting to (with name & Designation)	Contact No of your Reporting Superior	Designation	Salary

***NOTE:**

1. Please attach the L.C., Mark sheets and Experience Certificates of all your previous jobs (only attested Xerox Copies).
2. Original Mark Sheets and Last pay slip will have to be produced at the time of interview.

Declaration

I certify that the statements made by me are true, complete and correct to the best of my knowledge and belief. I understand that any material misrepresentation or omission made hereon or any other document requested by office, renders me liable to termination or dismissal.

Place : _____

Date : _____

Signature