

Advertisement for Empanelment of Consultants – Advt. No. 06/2017.

MAHARASHTRA REMOTE SENSING APPLICATION CENTRE
(Autonomous Body of Planning Department, Government of Maharashtra)
VNIT CAMPUS, SOUTH AMBAZARI ROAD, NAGPUR -440010

ADVERTISEMENT No. MRSAC/CONSULTANTS ON PROJECT MODE BASIS
/CONTRACT BASIS /06/2017.

MAHARASHTRA REMOTE SENSING APPLICATION CENTRE (MRSAC) invites applications from interested eligible candidates (Male / Female) for empanelment as Consultants (Full-Time) to work as OFFICE ASSISTANT at MRSAC Branch Office, MUMBAI, on purely temporary project mode basis / contract basis or up to the tenure of project activities under various State and Central Govt. sponsored projects / activities.

For further details regarding the requisite educational qualification, experience, remuneration for the position of Consultant, general instructions and to download the application format, kindly visit MRSAC website www.mrsac.gov.in.

The last date for submission of application is 3rd April 2017, till 1730 Hrs. at MRSAC, VNIT Campus, South Ambazari Road, Nagpur-440010 (Maharashtra). Incomplete applications or applications received after Monday the 3rd April 2017, (till 1730 hrs), due to any reason, will not be considered. The intimation of date of interview for the position of Consultant (Office Assistant) will be communicated to the eligible shortlisted candidates only through their e-mail ID. Applicants should check their emails regularly.

The Director, MRSAC reserves the rights to postpone the last date for submission of applications and cancellation or withdrawal of the advertisement.

Administrative Officer,
MRSAC, Nagpur.

Details of Educational qualifications and experience criteria required for empanelment of consultants as under :	
Consultants [Full Time] required as	Essential Qualification & Experience
<p>Consultant as OFFICE ASSISTANT – 01 (One) Place of work at MRSAC MUMBAI Branch Office – 01 (One) Monthly remuneration : Rs.17,000/- per month</p>	<p>Essential Qualification: Bachelor of Commerce or equivalent with Typing 40 wpm. (Marathi & English), knowledge of computer operation (MS office – Word, Excel, Power point). Internet operations, Desirable – MS-CIIT Passed with 2 (Two) to 3 (Three) years working experience.</p>
Agelimit :45 years	

General Instructions

1. Candidates should visit MRSAC website: www.mrsac.gov.in and take printout of the application form. The application duly filled along with passport size photograph and the necessary documents must be submitted well in advance without waiting for the closing date at the office of MRSAC, VNIT Campus, South Ambazari Road, Nagpur-440010.
2. Candidates desiring to apply for the position of Consultant should submit separate application along with passport size photograph and the necessary documents.
3. The eligibility with respect to age, educational qualification and experience will be determined as on the last date of closing of application i.e. 03rd April, 2017 (Monday) till 1730 hrs.
4. Applications will be screened by the Committee of MRSAC based on the educational qualifications, experience at suitable level, professional achievements, aptitude, skills & personal qualities and strengths. The candidates should, therefore, mention all qualifications/ experience achievements etc.
5. Mere satisfying eligibility criteria do not entitle candidate to be called for the interview. MRSAC reserves the right to call only suitable candidates after scrutiny with reference to candidates' qualifications, experience, suitability, etc.
6. The short-listed eligible candidates will be issued interview call letters through E-mail only. Hence candidates may correctly mention the E-mail id, postal address and mobile number in the application form. No queries in this regard, will be entertained over telephone.
7. Genuine queries if any, regarding the advertisement may be sent to the E-mail address : info@mrsac.maharashtra.gov.in
8. The eligible selected candidates will be empanelled as Consultants by executing an agreement (on non-judicial stamp paper of Rs.100/-) and Declaration and Registration by depositing fees of Rs.100/- with MRSAC. The agreement, declaration and registration will be valid for a period of one year.
9. The empanelled Consultant will be issued the work order initially for a period of minimum three months or depending upon the tenure of the activities under the projects and extension of the tenure of the project.
10. The Director, MRSAC reserves the right to relax educational criteria / experience.

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ROLE AND RESPONSIBILITIES OF CONSULTANTS

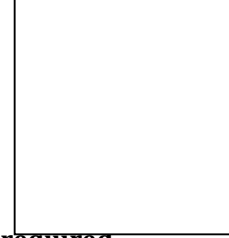
Consultant as Office Assistant :

1. He/ She will have to work as per the directives from Controlling Officer / Head of MRSAC Branch office.
2. He/ She will have to operate computer typing, internet operation, filing of correspondence and maintenance of books of accounts, vouchers files etc., maintenance of Office equipments, arrangement of meetings etc., having cordial services towards visitors / officials.
3. To assist in Dak/mail collection, distribution of internal and outward correspondence from the Branch Office, post office, parcel, ticketing, banks, octroi & other local offices, transmission of papers / reports / files within office.
4. To operate for FAX, Telephone, Internet, Xerox machine / maintenance of office premises.
5. Any other job/work assigned by the Head of Branch Office.

APPLICATION FORM

Empanelment of Consultants as position of Consultant as Office Assistant [full-time]

To,
The Director,
Maharashtra Remote Sensing Applications Centre,
VNIT Campus, S.A. Road,
Nagpur-440 010.



Applied for empanelment of Consultant as _____ required
at MRSAC office at Mumbai.

Full Name:- _____

Address:- _____

District/City:- _____ State:- _____

Pin:- _____ Contact No(L.L):- _____

Emil-Id:- _____ (essential) Mobile No :- _____

Date of Birth _____ Age : _____ PAN No:- _____

Education Qualifications:- (Attach necessary Document)

Education	Stream	University/Institute	Year	Division
Professional Qualification				
Post Graduate				
Graduate				
Diploma				
H.S.S.C.				

Work Experience:- (Attach necessary supporting)

Name of institution	Post held	Job description	Duration of job	Monthly remuneration

Special Training acquired (attach necessary documents)

Name of Training	Duration	Name of Institute	Division

Social work experience/ involvement:- _____

Membership of prestigious institution:- _____

Academic focus/major strength in relevant field:- _____

Detail of an articles published research / publication: - _____

Declaration

I hereby declare that information mentioned herein my application is correct and complete to the best of my knowledge and belief and nothing has been concealed or distorted. If at any time, I found to have concealed/ distorted any material information, my empanelment as Consultant will be liable for withdrawal / termination without notice or compensation as per MRSAC terms & conditions.

Date:-

Place:-

Sign:-

Name:-

Acknowledgement

Mr/Mrs/Ku:- _____ has submitted application for the position of Consultant as . RS & GIS Assistant Jr. Programmer, Asst. Programmer, Office Assistant with supporting self-attested documents.

Place:-

Office Stamp
(MRSAC)

Sign of Receiver Date:

Date: _____

To,

The Director,
MRSAC,
VNIT Campus,
South Ambazari Road,
Nagpur -440 010.

Sub: Application for empanelment of Consultant as Office Assistant required at MRSAC office at Mumbai .

Respected Sir,

This has reference to your advertisement dated _____ published in the Newspaper & on the official website of MRSAC www.mrsac.gov.in for empanelment of Consultants as Office Assistant required for MRSAC office Mumbai.

I am applying for empanelment of Consultant as _____ for MRSAC, Mumbai Br. Office. I am fulfilling the requisite educational qualification and experience for the said position. I have enclosed my application and self-attested documents for your consideration.

I am enclosing the self-attested documents along with applications as listed below.

Thank you for your time and consideration.

Yours faithfully,

Signature _____

Name of applicant _____

E-mail id _____

Mobile number _____

Lists of documents enclosed:-

- 1 .Proof of age
- 2 .Proof of education qualification
- 3 .Proof of experience & other documents

(*specify your preference in the bracket in order 1, 2.)