

Maharashtra Remote Sensing Application Centre

(An Autonomous Body of Planning Department, Govt. of Maharashtra)

VNIT Campus, South Ambazari Road, NAGPUR – 440010

Tele : 0712-2220086 / 2238576, website: www.mrsac.gov.in

Advt. No. MRSAC-Consultant/11/2023

WALK-IN-INTERVIEW ON TUESDAY, 22ND AUGUST 2023

(MULTI-TASK WORKER)

Applications in the prescribed format are invited from the eligible candidates for empanelment of following multi-task worker purely on contract / project mode basis for various projects at MRSAC, Nagpur, Mumbai and Pune.

Position of Multi-Task worker	Required Qualification and Experience	Monthly Fixed Remuneration (TDS and Professional tax deductions as per rules)
Driver-cum-Assistant 03 Nos. One each for Nagpur, Mumbai and Pune Age Limit 45 years.	<u>Qualification : SSC</u> <u>Experience:</u> 3 years' experience in Driving LMV and day-to-day maintenance of vehicle, performing minor repairs and arranging for other repairs, ensure the proper functioning and cleanliness of the vehicle. Should have experience of miscellaneous day-to-day office work. Should have valid LMV licenses issued by the competent authority.	Rs. 25,000/-

Nature of Duties and Responsibilities:

The Driver-cum-Assistant has to perform the following duties and job responsibilities.

1. Driving of office car attached to the Director, MRSAC. To attend all driving job during working hours of office from Monday to Saturday except government closed holidays. Even on closed holidays, Driver will have to perform duties as and when required. No overtime allowance shall be admissible. Driver should report to the office at least 15 minutes ahead of reporting time to ensure safety and cleanliness of the office car.
2. Attending the call of driving as and when required for airport / railway station drop and pick. Local duties to be performed for visit of the officials of MRSAC to government offices, etc. Outstation duties to be performed as and when required. No Overtime and outstation allowance shall be admissible.
3. While driving, Driver should ensure the safety of everyone in and around office vehicle, passengers, other drivers, pedestrians and cyclists. Safe driving behaviour will also be observed by the Driver. Should obey the rules of the road and update himself on the rules and regulations issued from time to time. He should all time maintain self-discipline, patience, alertness, should possess mechanical skills, sense of responsibility, keep himself away from liquor/drugs, etc. and should have mental capabilities and sense of responsibility towards his duties.
4. Maintenance of proper logbooks, obtaining the signature of the officials of the logbook, maintenance of fuel and kilometer record.
5. Responsible for the day-to-day maintenance of the vehicle, checks fuel, oil, battery,

breaks, tires, etc. Perform minor repairs and arrange for other repairs, ensure the proper functioning and cleanliness of the vehicle. Also ensure timely renewal of insurance cover for the office car.

6. Besides driving, the Driver-cum-Assistant should perform the official duties and responsibilities as and when asked to perform by the officials working in MRSAC, Nagpur, Mumbai and Pune with regard to day-to-day functioning of the office, like serving tea/coffee, water, snacks, xeroxing, filing, outside office work, etc.

General Terms and Conditions:

1. If any injury of accident occurred to the Driver-cum-Assistant while performing his duties and responsibilities, MRSAC will not be responsible for the same.
2. The services of a Driver should be available on all working days and including government closed holidays, if called in emergency.
3. MRSAC will not bear any liability for injury, permanent disability or death of the Driver-cum-Assistant engaged by MRSAC on contract / project mode basis.
4. The contract will be for a period of one year. The contract may be extended for a further period of one year depending upon the satisfactory performance of the Driver-cum-Assistant.
5. Driver-cum-Assistant should maintain punctuality at MRSAC. For late reporting by 10 minutes on 03 (three) occasions in a month, MRSAC will deduct the equal amount of remuneration, payable for one day from the remuneration payable to the Driver-Cum-Assistant.
6. Driver-cum-Assistant will not be allowed to leave MRSAC site during working hours without prior permission of the competent authority of MRSAC. They should submit the application for leave. Further, the Driver-cum-Assistant should not be absent without prior two days with written intimation / permission of the competent authority.
7. For long duration leave of unauthorized absence from duties, MRSAC may terminate the services of Driver-cum-Assistant with immediate effect.

If the above job responsibilities as well as terms and conditions are acceptable, interested candidates may download the application format and bring the same duly filled-in along with documents to **MRSAC Nagpur, VNIT Campus, South Ambazari Road, NAGPUR - 440010 on the indicated date and time for Walk-in-Interview**. The biodata should accompany with Photocopies of documents pertaining to educational qualifications and experience. Original documents of above photocopies should be submitted for verification purpose only.

The walk-in-interview will be held on **TUESDAY, the 22nd August, 2023 at 9.30 A.M. at MRSAC, Nagpur, VNIT Campus, South Ambazari Road, NAGPUR – 440010. The candidates reporting till 10.30 a.m. will only be allowed to appear for Interview.**

Incomplete applications due to any reason, will not be accepted. All correspondence regarding empanelment shall be made through email only. Applicants should mention **correct email ID in CAPITAL LETTERS in the application** and should check their emails regularly.

General Instructions:

1. The Age limit **45 years**.
2. The eligibility with respect to age, educational qualification and knowledge will be determined as on the date of walk-in-interview.

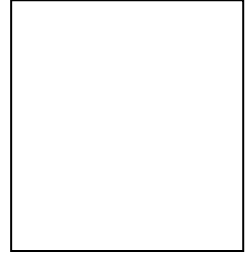
3. Applications will be screened by the Committee, based on the educational qualifications and experience. The candidates should, therefore, mention all qualifications/ knowledge/ experience etc.
4. The candidates who are already working should submit “No Objection Certificate” from their present employer for attending the interview. Without “No Objection Certificate”, interview of such candidates will not be conducted, which may be noted.
5. Mere satisfying eligibility criteria do not entitle candidate to be interviewed or selected. MRSAC reserves the right to interview only suitable candidates after scrutiny with reference to candidates’ qualifications, knowledge, experience, suitability, etc.
6. Genuine queries if any, regarding the advertisement may be sent to the E-mail address: admn-mrsac@mrsac.gov.in. All other communication regarding empanelment will be exchanged on admn-mrsac@mrsac.gov.in.
7. 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.
8. The empanelled Consultant may be issued the work order initially for a period of one-year months extendable for another one year depending upon performance or depending upon the tenure of the activities under the projects and extension of the tenure of the project.
9. Selected candidates shall not claim for regular appointment at MRSAC as the positions are co-terminus with the project/contract period. No TA/DA will be paid for attending the interview.
10. Further Notification / Update/ Addendum/ deletion/ corrigendum (if any) shall be posted on the MRSAC Website : www.mrsac.gov.in
11. The decision of MRSAC in all respects shall be final and binding.
12. The Director, MRSAC reserves the right to relax educational criteria / experience.

The Director, MRSAC reserves rights to accept applications, amendment or cancellation or withdrawal of the advertisement.

**Director,
MRSAC, Nagpur.**

APPLICATION FORM FOR MULTI-TASK WORKER

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



**Application for empanelment of Multi-Taks Worker as Driver-cum-
Assistant on contract / purely project mode basis**

Full Name :- _____

Address :- _____

District/City:- _____ State:- _____

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

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

Date of Birth _____ Age : _____

Education Qualifications:- (Attach necessary Document)

Education	Stream	University/Institute	Year	Division
Professional Qualification				
Postgraduate				
Graduate				
Diploma				
H.S.S.C.				
S.S.C.				
Computer Edu.				
Driving License details	Sr. No.:	Validity :	Date of Issue:	RTO: _____

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

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:-