



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

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

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

SI No	Position	Project	Place of Posting	No. of Position	Salary
1	Migration Support Centre Manager	DDU-GKY	Bengaluru	1	₹ 40,000 - ₹ 45,000/- PM
2	MIS, Accounts and Admin. Asst.	DDU-GKY	Bengaluru	1	₹ 15,000/- PM
3	Relationship Executive	DDU-GKY	Bengaluru	1	₹ 15,000/- PM
4	Office Boy	DDU-GKY	Bengaluru	1	₹ 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:** 21-02-2021, (Sunday)
- **Venue:** Hotel Grand Krishna, No: 77/1, Hosur Main Road, Near Ayyappa Temple, Madiwala, Bengaluru- 560 068, Karnataka, India
- **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.org/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	Migration Support Center Manager	1	<p>Qualification: 2 years' Full Time Post Graduate Degree or 3 years' Full time Graduate Degree in any discipline with <u>first division marks</u> from a government recognised university/academic institution. Or Full Time 2 years' Post Graduate Degree/ Diploma in Social & Development Studies/ Rural Development/Management or subject relevant to the position from a government recognised university/academic institution. Or Full Time 2 years' Post Graduate Degree/ Diploma in Business Administration (Marketing /Finance/ Economics/ Agri Business) from a government recognised university/academic institution or subject relevant to the position from a government recognised university/academic institution. Or Full time 1-year Rural Management/Development Diploma from NIRD & PR</p> <p>Experience Required: Minimum 5 years of post-qualification (starting after successful completion of minimum required education qualification) RELEVANT 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 should know Team Management, Planning, Reporting, Advocacy and liaison skills. Ready to be located anywhere in the state of Karnataka as per programme requirement and decision of the JSLPS management.

			<ul style="list-style-type: none"> • Innovative mindset; able to come up with creative solutions and implement new ideas • Are “people-persons”, have excellent interpersonal skills and a good understanding of customer service • Able to train and supervise staff • Have clerical skills as well as people skills; for managing files, records, and other word processing-related tasks • Good with delegating and coordinating tasks among workers
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Duties & Responsibilities:

- He and she will responsible to initiate and implement the all activities of Migration Support Centre with immediate effect.
- To develop annual action plan and a clear strategy for implementing various programmes/ services of the Migration Support Centre.
- Review and respond to escalated complaints and grievances.
- Networking and partnership with support institutions like NGOs, CSOs, Foundations, government institutions etc.
- Ensure over-all compliance to programme guidelines and prescriptions.
- Oversees daily center operations and coordinates center activities through assigned staff; prioritizes and delegates work activities.
- Writes communication and promotional literature for distribution such as newsletter, brochures or flyers and coordinates printing and distribution.
- Prepares budget proposals and recommendations and establishes budget control system for controlling expenditures; controls expenditures in accordance with budget allocations.
- Prepares periodic reports, financial statements and records on center projects, progress, status or other special reports for JSLPS management.
- Designs, develops and recommends new programs, projects and activities relating to migration support centre
- Evaluates center activities for effectiveness to develop improved methods; devises evaluation methodology and implements; analyse results and recommends and/or takes appropriate action.
- Reviews applications or other center documents to determine acceptance or make decisions pertaining to the center
- Maintains direct contact with personnel of various outside organizations and government departments associated with center projects.
- Confers with and advises staff, candidates and others to provide technical advice, problem solving assistance, answers to questions and center goals and policy interpretations; refers to appropriate department or person when unable to respond.
- Serves as center representative during projects by responding to and resolving emergency situations and ensures all aspects of projects/events are implemented and controlled according to plans.
- Represents center in public relations/liason capacity on matters relating to the center's research and projects.
- Guide and lead household listing exercise within the settlements comprising of workers who were displaced from their native locations.
- Direct supervision of field – level operations; and preparation of monthly activity plans and ensuring compliance.
- Direct supervision, monitoring of activities of the counsellors and MIS assistant.
- Direct handholding of counsellor and MIS assistant.
- Managing effectiveness and innovation in team activities.
- Overseeing administration and accounting at centre level.
- Periodic report writing, overseeing management of documentation and MIS at the centre level.

Any other duties assigned by the project authorities.

Sr. No.	Position	No. Of Position	Eligibility Criteria
2	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 work experience (in subject related to the position)</u> 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 • 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 he 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

Any other duties assigned by the project authorities.

Sr. No.	Position	No. Of Position	Eligibility Criteria
3	Relationship Executive	1	<p>Qualification: Full Time 3 years' Graduate Degree in any discipline 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) RELEVANT 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 • 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 he ability to balance a number of conflicting demands • The ability to learn quickly and adapt to (often complex) in-house systems • Ability to forge profound working relationships, strong interpersonal and collaborative skills • Ability to forge profound working relationships

Duties & Responsibilities:

- Meeting with the migrant workers of Jharkhand in Bengaluru to gauge the utility and viability of prospective working relationships.
- Ensuring regular contact with migrant workers to maintain our organization's presence.
- Repairing disengaged or fractured relationships with the migrant workers
- Conducting in-depth needs assessments to better understand each worker's requirements.
- Identifying a range of our offerings that could meet the goals and values of each migrant workers.
- Settling migrant workers' concerns in a swift and professional manner and to resolve the workers complaints quickly and effectively by consolation with the senior staffs.
- Initiate apt activities to ensure on time and scheduled response to the migrant workers.
- Answer calls professionally to provide information about our presence and services or obtain details of complaints/ quarries of the migrant workers.
- Keep records of migrant workers interactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Follow up to ensure that appropriate actions were taken on migrant workers requests.
- Refer unresolved migrant workers grievances or special requests to designated authorities for further investigation.

Any other duties assigned by the project authorities.

Sr. No.	Position	No. Of Position	Eligibility Criteria
4	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 2 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>

Duties & Responsibilities:

- 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.