

**Selection Criteria and Conditions for hiring the services of an Engineer/M.C.S./M.SC./
Graduates on contractual basis by BRTC society**

1. Sanction for Training courses (includes Diploma) for the year of 2020-2021 has been accorded by the General Body of the Bamboo Research and Training Centre Society. According to the bye-laws of BRTC Society, the selection will be done through the selection committee of the BRTC Society.
2. Advertisement to hire the services of B.E Information Technology/ M.C.A / M.C.A B-level/ M. Sc Information Technology / M. Sc Computer Science to conduct the all IT related activities is published in www.brtc.org.in, local newspapers, notice board of BRTC and O/o of other Government agencies in Chandrapur .
3. Tentative Schedule for the selection process.

S.NO	PROCESS	FINAL DATE	VENUE
1.	Advertisement	14-01-2021	www.brtc.org.in
2.	Last date of submission of filled Application form, Curriculum Vitae and True Copies/Self Attested Certificates and Documents	13-02-2021	Chandrapur
3.	Scrutiny of Applications and Documents, Certificates	14-02-2021 to 15-02-2021	Chandrapur
4.	Finalizing the eligible candidates for interview and skill Test and Publish of merit list.	18-02-2021	www.brtc.org.in
5.	Scrutiny of the Original Documents	21-02-2021	Chandrapur
6.	Interview and Skill Test	22-02-2021	Chandrapur
7.	Merit List	25-02-2021	www.brtc.org.in

4. Application along with CV shall be scrutinised by the Selection Committee or the Officer(s) authorised by the Selection Committee. True Copies (Self attested) of Documents/Certificates needed for Scrutiny to check the minimum qualifications are as follows.
 - a. Certificates of B.E Information Technology/ M.C.A / M.C.A B-level/ M. Sc Information Technology / M. Sc Computer Science from any recognised universities: Yes/No
 - b. English Language pass in 10th standard: Yes/No
 - c. Work experience of minimum of 2 years: Yes/No
 - d. Certificates on communication skills/public speaking/presentation skills that includes training/courses from any reputed institutes/universities etc.(optional): Yes/No
 - e. Certificates on CAD Courses/graphic courses/any courses related to designing(optional): Yes/No

Note*: Hard copies of True copies (Self-attested) certificates mentioned from 4.a to 4.c are compulsory. Candidature will be rejected if the candidate is failed to submit the true copies (self-attested) of the above mentioned (4.a to 4.c) certificates along with filled application on or before 18:15 hrs on 13/02/2021 to the O/o. Director, Bamboo Research & Training Centre, Near Akashwani, Bungalow No.28, Civil Lines, Chandrapur-442401. Candidates submitting incomplete application forms will be rejected and will not be called for further process of selection.

5. After scrutiny, only eligible candidate(s) will be called for an interview and skill test. Eligible candidate(s) will be intimated through Phone/ E-Mail. Original certificates and documents mentioned in point no: 4 and 5 shall be scrutinised by the selection committee or officer(s) appointed by the selection committee a day before the Interview. Original certificates will be verified and returned back on the same day. Candidates may be asked to produce the

original certificates to any of the members of the selection committee during the selection process. Candidate(s) shall not be call for interview and skill test, if original document are not produced in front of the selection committee(or) Officer deputed for the verification. Interview and skill test will be conducted at Chandrapur by the selection committee. Distributions of Marks are as follows.

S.NO	PARTICULARS	MAXIMUM MARKS	ALLOCATION OF MARKS
i	Percentage/OGPA/CGPA obtained in the qualifying Degree (B. E (I/T) / M. C. A/M.C. A -B /M.SC Information Technology / M. Sc Computer Science)	25	(90 or 9.0 above)-25 (80 or 8.0 above)-20 (70 or 7.0 above)-15 (60 or 6.0 above)-10
ii.	Work Experience	20	8.0 for up to 24 months 8.0 for 25 to 36 months 4.0 for 37 & above
iii	Publications (National and International Research Article) Publication related to Information Technology	10	2.0 per article 4.0 per article related to Information Technology
iv	AWARDS Award/Medal/Fellowship/Best Poster/Oral Presentation/Technology Development etc	10	4.0 International Award 2.0 National Award
v	Training/ Conference/ Seminar/Symposia etc. attended during studies or Job period	10	2.0 Per Participation and completion
vi	Certificates related to CAD/Graphics/ Designing. Certificates from competent institutes	10	2.0 Per Participation and completion
vi	Interview	15	
	Total	100	

6. Skill test will be followed by interview. All the candidates qualified for an interview will be tested for their skill test. Skill test will also be held at Chandrapur. Total duration of skill test is 30-60 minutes. Total Marks for the Skill test is **50**. Bifurcation of the marks will be given during the Skill Test. 50 % of the marks in skill test is compulsory to get qualified for final aggregation of marks in point 5 & 6.
7. Merit list of the Eligible Panel of candidates Skill Test shall be considered to finalise the merit list of Panel of candidates for the aggregation of marks obtained against the point.no 5 and 6 mentioned above.
8. Candidate whose marks are less than 50 % in the skill test will not be considered for final aggregation of the marks obtained in point no 5 & 6. It stands disqualified.
9. Three top merit candidates based on highest aggregate marks will be finalised and intimated personally over phone/E-Mail for action.

CONDITIONS

1. Decision of the selection committee is final and binding.
2. Only one top (1st) candidate will be called for the service providence. Rest two (2nd & 3rd) candidates will not be called for, if the top merit candidate joins and continues the job for the whole contract period.
3. Merit list is valid for 11 months from the date of conduct of interview.

4. Selected candidates should submit the original certificates to BRTC and sign a Legal agreement within 7 days from the date of receiving a call for letter from BRTC Society failing which the selection will lapse.
5. In case of lapse of the first merit candidate, the next candidate in the list will be directly given opportunity and legal agreement and original certificates will be submitted by the concerned within 7 days of time from the date of E-Mail/Phone call failing which the selection will lapse.
6. In case of lapse of the second merit candidate, the next candidate in the list will be directly given opportunity and legal agreement and original certificates will be submitted by the third merit candidate within 7 days of time failing which the selection will lapse.
7. No Travel Allowance or lodging/boarding facilities shall be provided by BRTC for the interview and skill test purpose.
8. Original certificates of the candidates shall be kept with BRTC during the contract period.
9. Candidate selected shall have to follow the norms and guidelines of BRTC Society.
10. 2 months prior notice shall be given to the BRTC in case of resignation.
11. There will be no over-time allowances and HRA etc. Candidates shall not claim for job/privileges under the state government or the society based on this selection.

All the precautions to prevent Covid-19 as per the guidelines of centre and state governments shall be followed by the candidates without fail.

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Selection Committee
BRTC Society