



**O/O SECRETARY, BAMBOO RESEARCH & TRAINING CENTRE, CHICHPALLI SOCIETY**  
(At-Chandrapur) Near Akashwani, Bunglow No. 28, Civil lines Chandrapur.442401 (Maha.)  
Phone No.-07172 272999 E-mail :- directorbrtc@mahaforest.gov.in



Letter. No: BRTC/Society/403/2021-22

Date: - 15/07/2021

**ADVERTISEMENT FOR SERVICE HIRING PRODUCTION MANAGER ON CONTRACTUAL BASIS BY THE BRTC SOCIETY.**

**Introduction: -**

“Bamboo Research and Training Centre, Chichpalli (BRTC)”, has been constituted vide Maharashtra State Government Resolution bearing No. Est-2014/SI.No 64/Part-2/F9/Mantralaya Mumbai Dt. 04-12-2014. “BRTC Society” is registered under Society Act-1860 & Bombay Public Trust Act-1950.

Bamboo Research & Training Centre, Chichpalli a public Society and Trust, successfully carrying out many livelihood activities in various location in Chandrapur district. It includes Agarbatti project, Toothpick Project, Common Facility centers. Various production activities are being taken place and the same needs to be streamlined in various aspects. Hence, the applications are invited. Details are as follows.

Sr. no.	Details of the service	Emoluments per month (Rs)
1	Services of M.B.A Production/Operation management/entrepreneurship to run various production unit under BRTC.	25,000/-

**Minimum Qualification: -**

M.B.A Production/operation management/entrepreneurship from any recognized universities.

Language fluency: Marathi, Hindi and English.

Good communication skills.

**Work Experience: -** One year of work experience.

**Nature of Work: -**

- planning and organizing production schedules
- assessing project and resource requirements
- estimating, negotiating and agreeing budgets and timescales with clients and BRTC
- ensuring that health and safety regulations are met
- determining quality control standards
- overseeing production processes
- re-negotiating timescales or schedules as necessary
- selecting, ordering and purchasing materials
- organizing the repair and routine maintenance of production equipment
- liaising with buyers and BRTC
- supervising the work
- Organizing relevant training session for women/staff.
- Any other work as time demands.

**Terms & Conditions: -**

- All the rights regarding the appointment are vested with selection committee and executive committee of the BRTC Society. Decision of the committee(s) is final and binding.
- Legal agreement between the BRTC Society and the selected candidate will be executed on the successful selection.
- Recruitment is purely temporary in nature and it is contractual under the BRTC Society.

**How to Apply: -** Filled application with the true copies of testimonials to be submitted to the office of BRTC, Chandrapur on or before 18.15 Hrs, 02/08/2021.

**Selection Procedure: -** candidates shall log on to [www.brtc.org.in](http://www.brtc.org.in) for the selection criteria. After the scrutiny of applications, eligible candidates will be called for an interview and skill test. Eligible candidates will be intimated over phone/E-Mail regarding the selection. Original certificates and documents pertaining to point no: 3 and 4 mentioned in selection criteria shall be submitted to the O/o Secretary, Selection Committee. Original certificates will be verified online on the day of interview. Candidates may be asked to produce the original certificates to any of the members of the selection committee during the selection process. Detailed schedule is mentioned in Selection Criteria. Interview and skill test will be conducted online. For more Details logon to website [www.brtc.org.in](http://www.brtc.org.in). Any queries contact 07060977083,7798882789.

-Sd-  
Secretary  
Selection Committee,  
BRTC Society.

## Application Form

Paste latest  
Passport size  
photograph

(Note: - To be filled in CAPITAL LETTERS)

1. Full Name of the Applicant: - \_\_\_\_\_

(\* Mention name as per the 10<sup>th</sup> mark sheet.)

2. Date of Birth: -

D	D	M	M	Y	Y	Y	Y

3. Gender: - Female/Male/Transgender

4. Father's Name:

5. Mother's Name:

6. Nationality:

7. Mobile No. \_\_\_\_\_

8. Email I.D: - \_\_\_\_\_

9. Address for communication: - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Educational qualification: -

Sr. no.	Examination Passed	Subject	Name of Board/University	Year of passed	Total marks	Marks obtained

11. Curriculum Vitae: Enclose the C.V. It shall not exceed 2 pages. C.V shall contain the information related to point no 3 & 4 mentioned in the selection criteria. Log on to [www.brta.org.in](http://www.brta.org.in) for more details.

12. Languages known: Read:..... Write:.....Speak:.....

13. Enclose the true copies/self-attested of following certificates/documents.

- a. Certificate of M.B. A specialization mentioned in advertisement from any recognized universities: Yes/No
- b. English Language pass in 10<sup>th</sup> standard: Yes/No
- c. Abstract on work executed in industry or company in the production & operational field: Yes/No
- d. Work experience of minimum of 12 months: Yes/No

Certificates mentioned in 13 (a) to 13 (d) are compulsory to get qualified for interview and skill test.

### **Declaration**

I \_\_\_\_\_, do hereby declare that the information given above is true to the best of any knowledge and belief. I do hereby agree for any legal action if the information is found wrong/false.

I \_\_\_\_\_, do hereby agree and accept the terms and conditions, selection criteria published along with the advertisement.

Place:

Date:

Signature of Applicant

**SELECTION CRITERIA AND CONDITIONS FOR HIRING THE SERVICES OF INDUSTRIAL PRODUCTION MANAGER ON CONTRACTUAL BASIS BY THE BRTC SOCIETY.**

Conditional Budget Sanction for the year of 2021-2022 has been accorded by the Executive Body of Bamboo Research and Training Centre Society in the meeting. According to the bye-laws of BRTC Society, the selection process is being conducted.

- Advertisement to hire the services of Industrial Production and operational Manager for all the B.H.A.U Unit and Agarbatti Unit is published in [www.brtc.org.in](http://www.brtc.org.in), [www.mahaforest.gov.in](http://www.mahaforest.gov.in), notice board of BRTC and sent to O/o of other Government agencies in Chandrapur.
- Tentative Schedule for the selection process.

S.NO	PROCESS	FINAL DATE	VENUE
1.	Advertisement	15/07/2021	<a href="http://www.brtc.org.in">www.brtc.org.in</a>
2.	Last date of submission of filled Application form, Curriculum Vitae and True Copies/Self Attested Certificates and Documents	02/08/2021	Chandrapur
3.	Scrutiny of Applications and Documents, Certificates	03/08/2021	Chandrapur
4.	Finalizing the eligible candidates for interview and skill Test and Publish of merit list.	03/08/2021	<a href="http://www.brtc.org.in">www.brtc.org.in</a>
5.	Scrutiny of the Original Documents Interview and Skill Test	05/08/2021	Online
6.	Merit List	06/08/2021	<a href="http://www.brtc.org.in">www.brtc.org.in</a>

- 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.
  - Certificates of M.B.A Production/operation management/entrepreneurship from any recognised universities
  - Work experience in the relevant field for minimum of 1 year
  - Language fluency in English and Marathi or Hindi are must
  - Certificates on communication skills/public speaking/presentation skills that includes training/courses from any reputed institutes/universities etc.(optional)

**Note\*:** Hard copies of True copies (Self-attested) certificates mentioned from 4.a & 4.b are compulsory. Candidature will be rejected if the candidate is failed to submit the true copies (self-attested) of the above mentioned (4.a & 4.b) certificates along with filled application on or before 18:15 hrs on 02/08/2021 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.

- 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: 3 and 4 shall be scrutinised officer(s) appointed by the executive/selection committee during the Interview. Original certificates will be verified online. Candidates may be asked to produce the original certificates to any of the members of the selection committee during the selection process. Interview and skill test will be conducted online by the officer authorised on behalf of selection committee. **Candidate will not be qualified for the interview and skill test if he/she fails to produce the original documents during scrutiny.** Distribution of Marks are as follows.

S.NO	PARTICULARS	MAXIMUM MARKS	ALLOCATION OF MARKS
i	Percentage/OGPA/CGPA obtained in the qualifying Degree (M. B. A)	25	(80 or 8.0 above)-25 (70 or 7.0 above)-20 (60 or 6.0 above)-15 (50 or 5.0 above)-10 (45 or 4.5 above)-05
ii.	Work Experience	30	30.0 for 13 months above.
iii.	<b>AWARDS</b> Award/Medal/Fellowship/Best Poster/Oral Presentation/Technology Development etc	10	4.0 International level 2.0 National level
v	Training/ Conference/ Seminar/Symposia etc. attended during studies or Job period	10	2.0 Per Participation and completion
vi	Certificate courses related to khadi Industrial units. Certificates from competent institutes	10	5.0 Per Participation and completion
vi	Interview	15	
	Total	<b>100</b>	

5. 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 online. Total duration of skill test is 30 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 4 & 5.
6. 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 4 and 5 mentioned above.
7. 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.
8. Three top merit candidates based on highest aggregate marks will be finalised and intimated personally over phone/E-Mail for action.

**CONDITIONS**

9. Decision of the selection committee is final and binding.
10. Only one top (1<sup>st</sup>) candidate will be called for the service providence. Rest two (2<sup>nd</sup> & 3<sup>rd</sup>) candidates will not be called for, if the top merit candidate joins and continues the job for the whole contract period.
11. Merit list is valid for 11 months from the date of conduct of interview.
12. Selected candidates should submit the original certificates to BRTC and submit the acceptance letter within 7 days from the date of receiving a call for letter from BRTC Society failing which the selection will lapse.
13. In case of lapse of the first merit candidate, the next candidate in the list will be directly given opportunity and acceptance letter 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.
14. In case of lapse of the second merit candidate, the next candidate in the list will be directly given opportunity and acceptance letter and original certificates will be submitted by the third merit candidate within 7 days of time failing which the selection will lapse.
15. Soon after the acceptance letter the undertaking shall be submitted by the candidate within 5 working days.
16. No Travel Allowance or lodging/boarding facilities shall be provided by BRTC for the interview and skill test purpose.
17. Original certificates of the candidates shall be kept with BRTC during the contract period.
18. Candidate selected shall have to follow the norms and guidelines of BRTC Society.
19. 2 months prior notice shall be given to the BRTC in case of resignation.
20. There will be no over-time allowances, T.A, D.A and HRA etc. candidate needs to travel to different location in side the district as a part of routine work.
21. 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.

-Sd-  
Selection Committee  
BRTC Society