

ADVERTISEMENT NO. ARC/B/7704/2022 -23

Corona Survey and Help Program in Maharashtra.

SHREE MANAVSEVA TRUST

AGATRAI, AHMEDABAD 380 060. Websites:

www.manavsevatrust.org

Reg.-E/4791.since.-2001(Gujarat) Assistant Charity

Commissioner junagadh-gujarat(sn 1950 mumbais 29ad(no 6159) work
all india

ADVERTISEMENT NO. ARC/B/77304/2021 -22

**DIRECT RECRUITMENT OF POST (1)DPO
(2)TPO (3) DCO (4) SURVEYOR (5) HELPER
.FOR THE CORONA SERVY ALL
MAHARASHTRA.**

<p>Starting date for submitting Online Application 05/04/2022 (12:00 hours)</p>
<p>Closing date for submitting Online Application 15/05/2022 (23:59 hours)</p>
<p>TENTATIVE SCHEDULE Elimination Test for both the posts 28/08/2022 (Sunday)</p>
<p>Computer Aided Test (CAT) for both the posts may, 2022</p>

The MANAVSEVA TRUST AGATRAI invites
'Online Applications' from eligible candidates:

1. DISTRIC WISE VACANCIES:index

index	district	post				
		1	2	3	4	5
		DISTRICT PROJECT OFFICER	TALUKA PROJECT OFFICER	INFORMATION GATHERING OFFICER	SURVEYR	HELPER
1	Ahmednagar	7	12	20	25	30

2	Akola	7	12	20	25	30
3	Amravati	7	12	20	25	30
4	Aurangabad	7	12	20	25	30
5	Beed	7	12	20	25	30
6	Bhandara	7	12	20	25	30
7	Buldhana	7	12	20	25	30
8	Chandrapur	7	12	20	25	30
9	Dhule	7	12	20	25	30
10	Gadchiroli	7	12	20	25	30
11	Gondia	7	12	20	25	30
12	Hingoli	7	12	20	25	30
13	Jalgaon	7	12	20	25	30
14	Jalna	7	12	20	25	30
15	Kolhapur	7	12	20	25	30
16	Latur	7	12	20	25	30
17	Mumbai City	7	12	20	25	30

18	Mumbai suburban	7	12	20	25	30
19	Nanded	7	12	20	25	30
20	Nandurbar	7	12	20	25	30
21	Nagpur	7	12	20	25	30
22	Nashik	7	12	20	25	30
23	Osmanabad	7	12	20	25	30
24	Palghar	7	12	20	25	30
25	Parbhani	7	12	20	25	30
26	Pune	7	12	20	25	30
27	Raigad	7	12	20	25	30
28	Ratnagiri	7	12	20	25	30
29	Sangli	7	12	20	25	30
30	Satara	7	12	20	25	30
31	Sindhudurg	7	12	20	25	30
32	Solapur	7	12	20	25	30
33	Thane	7	12	20	25	30

34	Wardha	7	12	20	25	30
35	Washim	7	12	20	25	30
36	Yavatmal	7	12	20	25	30
	total	252	432	720	900	1080

2.

	POST	SALARY(FIX 2 YEARS)
1	DISTRICT PROJECT OFFICER	35500
2	TALUKA PROJECT OFFICER	32500
3	INFORMATION GATHERING OFFICER	25500
4	SURVEYR	20500
5	HELPER	18500

3. --This program is managed by the organization.
4. --This program is only to help the socially, economically, psychologically affected people from Corona.
5. --Corona Survey and Help Program - Maharashtra -
6. --This program is run by the organization
7. -- The organization will decide whether to continue the program or not.
8. ... Apply only after reading all the rules before applying.
9. --You will need to apply online and not send any documents.
10. ---- Candidates who are selected will be given 1 month training.
11. ---- All the candidates will have to work for 2 years in fixed salary.and after regular paygrad.

12. Help line-9054099616/9054099617

Call Time-10.00 to 18.00

Sr. No.	Name of the Post	Qualifications
1	DISTRICT PROJECT OFFICER	MA OR M.COM OR MBA OR MSC OR MCA OTHER PG with 55% Marks
2	TALUKA PROJECT OFFICER	GRADUATION
3	INFORMATION GATHERING OFFICER	12 PASS
4	SURVEYR	10 PASS
5	HELPER	10 PASS

13. ELIGIBILITY CRITERIA:

3..Experience required for each of the post:(ONLY POST) Minimum 06 months experience in the relevant field in any NGO Organization or Public Sector Undertaking or reputed Organization/Company.(only post-1 and 2)

14. Age Limit :

A Candidate applying to the post, shall not be less than 18 years and not more than 50 years of age, as on the last date for submitting Online Application i.e. on 25/04/2022.

15. . FEES AND MODE OF PAYMENT :

(a)Candidates belonging to

Scheduled Castes, Scheduled Tribes shall be required to pay Fees of Rs.150/-

plus usual Bank Charges and all other candidates shall be required to pay Fees of

Rs.250/ plus usual Bank Charges, via

“Print Application/Pay Fees” Button through

SBI ePay, provided on the webpage of manavsevatrust org. <https://manavsevatrust.org>

(b) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of Payment i.e. Online Payment or Cash-Challan (Offline) (CashChallan will be generated Online at SBI epay website only).

(c) In case of Online Payment Mode, after successful payment, Candidate will get e-Receipt of the same. However, if Transaction / Payment fails due to any technical reasons, follow the Instructions thereat. **Note:** eReceipt will be generated at the respective time ONLY i.e. after Successful

Payment, soft copy as well as hard copy thereof should be preserved till the conclusion of the instant Recruitment Process

(d) If CashChallan (Offline) Option is selected, Candidate is required to take printout of 'Challan' in TWO Copies and pay the requisite Fees before the Challan Expiry Date, at any of the SBI Branch, by submitting the said Challan to the Bank. The Concerned Bank Branch will retain one Copy of

the 'Challan' and return the other Copy to the Candidate. **Note:** Payment of Fees CANNOT be made after the expiry Date & Time mentioned in the CashChallan.

(e) Candidates are advised to preserve the copy of the eReceipt (Online) / Cash-Challan (Offline) till the conclusion of the Recruitment Process.

(f) Confirmed 'Online Application', submitted by the Candidate, will be considered as VALID Application, only after he/she remits the Examination Fees, as required, in the State Bank of India through SBI ePay, before due time.

(g) Requisite Examination Fees, can be paid through either Mode i.e. Online (from 01/04/2022 to 15/05/2022) or Offline (CashChallan) (till the Challan Expiry Date) and the same shall ONLY be considered as VALID.

(h) Fees paid by any other mode, will NOT be considered as VALID Fees.

(i) Fees once paid, shall NOT be Refunded OR shall NOT be Adjusted in any subsequent Recruitment Process, under any circumstances. No correspondence/communications/calls should be made, to the High Court, on this count.

5. SCHEME OF EXAMINATION :

(only post-1,2,) (POST-3,

4,5. SKILL TEST)

The Competitive Examinations will be conducted at candidat near district or at the

Centre(s) as decided by the trust and Candidates shall have to appear

at their own cost in the respective Tests, which would consist of :

(a) Elimination Test (Objective type - MCQs)
[100 Marks] (b) Computer Aided Test [100 Marks]

(a) Elimination Test:

(i). The separate

Elimination Test (Objective Type MCQs),
for both the posts would be conducted
tentatively on 28/08/2022, in different
session.

(ii). The Elimination

Test would be of 100 Marks
(Duration : 02 hours)
consisting of Multiple Choice Questions (MCQs),
each of 1 Mark. For
every wrong/multiple answer, there shall be
Negative Marking of 0.33
Marks. The Language of Question Paper shall be
English only (Except the
questions in marathi Language).

(iii.)

The Syllabus for the Elimination Test shall be as
follows : – Computer Knowledge –

General Knowledge →
English Language →
Numerical & Mental Ability →
Analytical & Reasoning Skills →
Current Affairs →
marathi Language

(iv.)The Elimination Test shall be administered through an O.M.R. Sheet or any other mode as may be decided by the manavseva trust and O.M.R Sheets shall be evaluated by O.M.R. Sheet Scanning Machine and therefore, re-evaluation/rechecking/reassessment of O.M.R. sheets shall not be entertained by the manavseva trust. In view of the present scenario of COVID19 pandemic, the manavseva trust may conduct the Elimination Test in any other mode including Online Computer Based Examination.

(v.)Candidate shall have to secure minimum 50% Marks in Elimination Test.

(vi). Marks obtained in the Elimination Test, shall not be considered for determining the merits, for preparing the Final Merit List.

(vii.) In case, large number of Candidates qualify in the Elimination Test, it will be open for the TRUST to restrict the number of Candidates, as deemed necessary, according to Merit, for the Next Stage i.e. Computer Aided Test.

(b) Computer Aided Test:

i. The candidates securing minimum 50% Marks in the Elimination

(b) Computer Aided Test:

(i). The candidates securing minimum 50% Marks in the Elimination Test, shall be eligible for being called for Computer Aided Test of 100 Marks with 2 hours duration. The separate Computer Aided Test, for both

posts would be conducted tentatively in JULY, 2022, in different sessions.

(ii.) Syllabus for the Computer Aided Test :

→ **For the post of 1, 2, 3:**

(a) Fundamentals of Computer

(b) Fundamentals of Networking (Internet & Intranet)

(c) Linux & Windows Operating System

(d) Trouble Shooting

(e) Language (PHP/JAVA/HTML)

(f) Database (MYSQL, PostgreSQL)

6. SELECTION PROCEDURE :

(a) The Select List & Wait List will be prepared on the basis of Marks obtained by the Candidates in the Computer Aided Test.

(b)

For being eligible to be included in the Select List/ Wait List, a Candidate

shall have to secure minimum 40% Marks in the Computer Aided Test.

(c)

The Wait List would not consist of more than 20% of the categorywise

Notified Vacancies and shall be operated during the validity period of the Select List/Wait List.

(d)

The Select List/Wait List shall remain in force for a period of 2 (Two) Years,

from the date of its publication or until the publication of fresh

List(s), whichever is earlier. However, if the vacancies in a particular year

are not substantially higher than the number of Candidates remaining in

the existing Select List / Wait List, the period of such Select List / Wait List

may be extended by the TRUST not exceeding One Year, so as to make

appointment against such vacancies from the said Select List / Wait List.

(e) Any Candidate who does not accept the offer of appointment within timelimit, shall lose his/her right for appointment and the near place shall operate the Select List / Wait List, as the case may be.

(f) The TRUST reserves the right to adopt appropriate method of shortlisting the Candidates at any stage.

(g) The Select List / Wait List will be published on manavseva trust website as well as on trust website.

7.DISQUALIFICATION FOR APPOINTMENT :

No person shall be eligible for appointment to the service-

(a) unless he/she is a citizen of India.

(b) if he/she may be found in possession with any

electronic gadget(s) and/or indulging in unfair practices during any of the Examination / Test.

(b) if he/she directly or indirectly influences the Recruiting Authority by any means for his/her candidature.

8. HOW TO APPLY :

(a) Before filling up the 'Online Application', Candidate is advised to thoroughly read and understand the Detailed Advertisement and the Instructions herein and should ensure that he/she fulfills all the eligibility criteria and other norms mentioned above and that the particulars filled in by him/her are true and correct in all respects.

In case, it is detected at any stage of Recruitment Process or even before Appointment that a Candidate does/did not fulfill the eligibility criteria / norms and/or that he/she has/had suppressed / twisted or

truncated any material facts, his/her Candidature shall be liable to be Cancelled. If, any of these shortcomings is/are detected even after Appointment, his/her service will be liable to be terminated with immediate effect.

(b) Candidate should have his/her own/family member's 'registered' Mobile Number and email/gmail the same should be kept active during the entire Recruitment

Process, as SMS alerts for the various Tests are also likely to be sent on the said Mobile Number and email/gmail, registered in the 'Online Application'.

(Email./ Gmail is very important. All messages will come in it.)

(c) Candidate should scan his/her photograph having 5 c.m. of height and 3.6 c.m. of width (15 kb) and 7.5 c.m.in jpg format in two separate files, for uploading the same at relevant space in the Online Application.

(d) Steps for submitting 'Online Application'

through the 'manavseva trust ' Module:

- 1) Fill up all the Fields given in Online Application including mandatory Fields, carefully.
- 2) SUBMIT the Online Application, by clicking 'SUBMIT' button.
- 3) Thereafter, a new popup window will appear, displaying the 'Application Number', meaning thereby the Application is saved successfully. Candidate shall, note down the entire string of the Application Number (e.g. DPO000012). By clicking 'Show Application Preview' Button, on-screen preview of the Application will be displayed.
- 4) Thereafter, by entering Application Number and Date of Birth, upload scanned photograph at relevant space on the application one by one and ensure that, the uploaded 'Photograph' are distinctly recognizable after uploading.
- 5) If necessary, by using his/her Application Number and

Date of Birth, a Candidate can edit his/her Online Application through 'Edit Application' Button until his/her Application is Confirmed by the Candidate.

6) After filling up all the required/mandatory fields of the Online Application, correctly and duly verified by the Candidate, he/she is required to 'SUBMIT' the Application, by clicking 'Confirm Application' Button/Tab on the Main Menu.

Thereby a popup window will appear, wherein the Candidate has to enter his/her Application Number and Date of Birth and then click on 'Confirm Application' Button.

7) Please note that, after 'Confirmation', further editing of one's 'Online Application' will not be permitted by the System and the same will be treated as Final Application for the particular post.

8) The Candidate should preserve his/her Application Number and

Confirmation Number for future reference and use, till the conclusion of the Recruitment Process.

9) The Candidate is now required to pay the requisite Fees by clicking “Print Application / Pay Fee” Button. Carefully follow the Instructions / Help given thereat. Select the Mode of Payment i.e. Online Payment or Offline (Cash-Challan will be generated Online, by the Selecting ‘Cash’ Option).

Note: (a) If 'Cash' (Offline) Option is selected, Candidate is required to take the printout of 'Challan' in TWO copies, generated through SBI ePay and pay the Fees at any of the SBI Branch by submitting the said Challan to the Bank.

(b) ONLY After Payment of requisite Examination Fees, through either Mode i.e. Online (from 05/04/2022 to 15/05/2022) or Offline (Cash-Challan) (till the Challan Expiry Date), Confirmed Online Application shall be considered as VALID.

10) At the end of the process, the Candidate shall take 'Print Out' of his/her 'Confirmed Application' by clicking 'Print Application' Tab of the Main Menu and retain at least TWO copies of the same for future reference & use.

11) Please note that the Candidate is not required to and should not send copy of his/her Online Application and/or any testimonials/documents to the trust office. They should produce the same, as and when called for.

(e) Please note that the above is the general procedure for applying Online. No other mode of Application or incomplete Application(s) shall be considered as VALID and in such cases, the Application(s) are liable to be rejected outright.

(f) A Candidate shall apply more than once, for any reason at all.

9. GENERAL INSTRUCTIONS :

(a) The Candidate who has successfully submitted CONFIRMED Online Application and paid the requisite Examination Fees, shall only be eligible for appearing at the Elimination Test/Computer Aided Test, subject to their qualifying therefor.

(b) The decision of the manavseva trust as to the eligibility or otherwise of a candidate for admission to the Elimination Test/Computer Aided Test shall be final. No candidate, to whom e-Call Letter has NOT been issued by the Recruiting Authority, shall be allowed to appear for the Elimination Test/Computer Aided Test.

(c) The Candidate shall have to appear at their own expenses, to and fro, for the Elimination Test/Computer Aided Test, if called for, at the place and time that may be decided by the trust.

(d) Candidate shall be required to download his/her e-Call Letter from the website <https://>

www.manavsevatrust.org//, during the Preceding Week, by using Advertisement No., his/her Confirmation No. and Date of Birth, for appearing at the respective Examination and/or the same may be communicated at the relevant time through 'SMS' on the Mobile Number registered in the Online Application of the candidate concerned.

(e) The list of eligible/qualifying candidates will be placed on trust website as well as on www.manavsevatrustagatrai.org portal at the relevant time.

(f) At every stage of examination, Candidate shall produce, Identity proof i.e.

Election Card / PAN Card / valid Driving License / valid Passport / Aadhar

Card etc. in original & a copy thereof, along with the 'e-Call Letter cum Admission Slip'.

(g) Entry in the Compound of the Examination Centre with Mobile/Cell

Phone, Tablets, Laptop, Electronic Gadgets etc. is strictly prohibited. No arrangement for safe keeping, will be arranged, which may be noted.

(i)Result of all Examinations/Tests will be made available on the trust websites and/or by any other mode that may be decided by the TRUST.

(j)ONLY after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination shall be available to each Candidate except Candidate(s) disqualified at either of the Examination Stage, by providing a link to a webpage on the MANAVSEVATRUST website <https://www.manavsevatrust.org/.in>, with individual password (OTP One Time Password) via SMS on his/her registered mobile number EMAIL/GMAIL.

(k)Mere success in the Examination shall not confer any right to appointment

and no Candidate shall be appointed to the post unless the TRUST is satisfied, after such inquiries as may be considered necessary that the Candidate is suitable in all respects for appointment to the post.

(l) The selected Candidate will not be appointed unless the Medical Authority specified by the TRUST, certifies him/her to be fit to discharge the duties ascribed to the post.

(m) Candidate is required to produce the following original testimonials/ documents as well as one set of selfattested copies thereof alongwith recent passport size colour photograph, as and when called for, by the TRUST:

(i) Printout of the duly filled in (Confirmed) 'Online Application' alongwith eReceipt/Challan.

(ii) School Leaving Certificate or Birth Certificate issued under Birth & Death Registration Act.

(iii) Marksheets and Certificates of SSC, HSC & Essential Educational Qualification as stipulated in

Para 2(A) above and Certificate of Experience as per Para 2(B).

(iv) Caste Certificate issued by the Competent Authority of the State of Gujarat, in case, the Candidate has applied under Reserved Category (SC/ST/SEBC) and if belongs to SEBC Category, Non-Creamy Layer Certificate valid for the current financial year.

(v) Economically Weaker Sections (EWS) Eligibility Certificate issued by the Competent Authority of the State of Maharashtra, in case the Candidate has applied under EWS Category. The validity of the said certificate will be in accordance with provisions prescribed by the State Government.

(vi) In case of Differently Abled (PH) (Orthopedically Handicapped Candidate), (a) a Certificate from a Competent Authority to the effect that he/she has a locomotor disability of not less than 40% and (b) a Certificate from the Standing

Medical Board at Maharashtra
, to the effect that he/she would be able to perform the
duties of the post in question.

(vii) Certificate of Discharge from Service in case of Ex-Servicemen.

(viii) 'No Objection Certificate (NOC)', in case, if employed in State/Central Government.

(ix) Original Certificates from Two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying his/her good moral character (to be issued in last 6 months).

(x) Government Gazette, showing change in name/surname etc, if any.

(xi) In case any Criminal Case(s)/Complaint(s) have been filed against the Candidate concerned, authenticated/attested copies of the relevant documents, viz. FIR/Chargesheets, Judgment etc.

(xii) Original Identity Proof as prescribed at Para 9(g).

10.Any Application with respect to instant Recruitment Process, even under the R.T.I. Act, seeking any information, will NOT be entertained till the completion of the entire Recruitment Process.

11. The decision of the MANAVSEVA TRUST of in respect of all matters pertaining to this Recruitment Process would be final and binding upon all the Candidates.

: manavsevatrust.org

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Date : 01/05/2022

Help line -9054099616/9054099617

Call time-10.00 to 18.00