Knowledge Consortium of Gujarat

Opp. PRL, Nr. L. D. Engineering College, Navarangpura, Ahmedabad

Instructions for Recruitment of various posts at Knowledge Consortium of Gujarat on Eleven Month Contractual Basis (2020-21)

1) Introduction:-

Online and Offline Applications are invited in prescribed format for filling up of the vacant posts at Knowledge Consortium of Gujarat, Ahmedabad. Eligible Candidates are required to submit and send their application along with necessary documents from dt: **07-07-2020** to dt: **27-07-2020** at Knowledge Consortium of Gujarat by Registered AD/Speed Post. **Applications submitted in person at KCG will not be acceptable. Knowledge of Gujarati Language is mandatory for all posts.**

2) Details of Vacant Posts, Educational Qualification, Experience etc.

The details of Vacant Posts, Minimum educational qualifications required, experience required, age limit, consultancy fees etc. are as under:

i) Post Name - Consultant Grade A1 to A7

Sr. No.	Post	Total Post	Minimum Qualification (Sound Knowledge of Computer is compulsory for all post)	Experience
1	Consultant Grade A1	02	M. A. with English with at least 50% from recognized University	04 Years of Educational Institutes Experience is Mandatory
2	Consultant Grade A2	02	M.Com. with at least 50% from recognized University	04 Years of Educational Institutes Experience is Mandatory
		01	M.Com. with at least 50% from recognized University with Professional degrees like CA, CS, ICWA etc.	04 Years of Educational Institutes Experience is Mandatory

3	Consultant Grade A3	02	M.Sc. with Statistics with at least 50% from recognized University	04 Years of Educational Institutes Experience is Mandatory
4	Consultant Grade A4	02	M.E. in Computer Engineering/M. Tech. in Computer Engineering/ M.C.A./M.Sc. IT with at least 50% from recognized University	04 Years of Educational Institutes Experience is Mandatory
5	Consultant Grade A5	02	M.B.A (HR/Marketing/Finance) with at least 50% from recognized University	04 Years of Educational Institutes Experience is Mandatory
6	Consultant Grade A6	01	M. A. with Gujarati with at least 50% from recognized University	04 Years of Educational Institutes Experience is Mandatory
7	Consultant Grade A7	01	Master Degree in any discipline (**Except mentioned above in SN 1 to 6**) with at least 50% from recognized University	04 Years of Educational Institutes Experience is Mandatory

Following shall be applicable to Consultant Grade A1 to A7:-

a) Consultancy Fees: Monthly 30,000=00
b) Maximum age limit applicable will be 35 years;
c) Duration of Contract will be 11 months.
d) Skills desired for the post:
   a. Must be creative, innovative, should have non-conventional and out of box approach thinking
   b. Techno-savvy equipped with Good IT skills
   c. Leadership Skills - Must be able to carry out programmes independently,
   d. Team management skill - Must be able to manage a diverse team and a large number of partners, must have habit to work in a group
   e. Project management skill, Networking skills,
   f. Conflict resolution , Development of system,
   g. Basic Understanding of accounts and finance management
   h. Computer proficiency, knowledge of Microsoft Office, Internet, etc.
e) Roles and responsibility of the Consultant Grade A1 to A7 will be:-
   • Overall management and monitoring of Initiative/project allotted
   • Content writing for various schemes, initiatives, projects, events etc.

- Preparation of Modules, Proposals, Presentations, etc.
- Preparation of Project Report and Report Analysis thereof
- Budget Planning for the Initiative, Fund Management and Optimum Utilization of Fund
- Administrative responsibilities like Campus Management, Event Management, HR Management, Promotion and Publicity of KCG Programs, Maintenance of all type of Records, Maintenance of Assets etc.
- Purchase Procedure - Preparation of Tender Document and monitoring of Tender Process, Selection of Agency/Firm etc.
- Any other work assigned by KCG Authority.

ii) Post Name - Consultant Grade B1 to B7

Sr. No.	Post	Total Post	Minimum Qualification (Sound Knowledge of Computer is compulsory for all post)	Experience
1	Consultant Grade B1	06	M. A. with English with at least 50% from recognized University	03 Years of Educational Institutes Experience is Mandatory
2	Consultant Grade B2	08	M.Com with at least 50% from recognized University	03 Years of Educational Institutes Experience is Mandatory
		02	B.Com. with at least 50% from recognized University with Professional degrees like CA, CS, ICWA etc.	03 Years of Educational Institutes Experience is Mandatory
3	Consultant Grade B3	04	M.Sc. with at least 50% from recognized University	03 Years of Educational Institutes Experience is Mandatory
		02	M.Sc. (Statistic) with at least 50% from recognized University	
4	Consultant Grade B4	06	M.E. in Computer Engineering/ M. Tech. in Computer Engineering/M.C.A./M.Sc. IT with at least 50% from recognized University	03 Years of Educational Institutes Experience is Mandatory
		03	B.E./B. Tech in Computer Engineering/Information and Technology Engineering with at least 50% from recognized University with minimum 3 yrs of relevant experience. **OR**	Required knowledge in Core JAVA, JSP , Servlet, J2EE and PL\SQL. Preferable knowledge of Spring and Hibernate framework

			M.E./M.Tech in Computer Engineering/Information and Technology Engineering/M.C.A./M.Sc. IT with at least 50% from recognized University with minimum 1 yrs of relevant experience.	Should have knowledge of AJAX, HTML, XML, JQuery, Java Script, Jasper Reports. Contribute in all phases of the Software development lifecycle.
		01	B.E./B. Tech in Computer Engineering/Information and Technology Engineering with at least 50% from recognized University with minimum 3 yrs of relevant experience. **OR** M.E./M.Tech in Computer Engineering/Information and Technology Engineering/M.C.A./M.Sc. IT with at least 50% from recognized University with minimum 1 yrs of relevant experience.	Experience with Android SDK Experience working with remote data via REST and JSON Experience with third-party libraries and APIs Working knowledge of the general mobile landscape, architectures, trends, and emerging technologies Solid understanding of the full mobile development life cycle Knowledge of flutter is preferable
5	Consultant Grade B5	06	M.B.A (HR/Marketing/Finance) with at least 50% from recognized University	03 Years of Educational Institutes Experience is Mandatory
6	Consultant Grade B6	03	M. A. with Gujarati with at least 50% from recognized University	03 Years of Educational Institutes Experience is Mandatory
		02	M. A. with Economics with at least 50% from recognized University	03 Years of Educational Institutes Experience is Mandatory
7	Consultant Grade B7	03	Master Degree in any discipline (**Except mentioned above in SN 1 to 6**) with at least 50% from recognized University	03 Years of Educational Institutes Experience is Mandatory

Following shall be applicable to Consultant Grade B1 to B7:-

a) Consultancy Fees: Monthly 25,000=00
b) Maximum age limit applicable will be 35 years;
c) Duration of Contract will be 11 months;
d) Skills desired for the post:
    a. Good power of expression and Analytical skills.

b. Noting, Drafting, Presentation Skills, Report Writing Skill

c. Team Work, Self-Management, Self-Learning etc.

d. Willing to travel as per the need of the project,

e. Essential Computer and IT skills,

f. Planning, Conflict Resolution,

g. Documentation Skills

e) Roles and responsibility of Consultant Grade B1 to B7 will be :-

- Communication with Universities and colleges for data collection
- Communication with experts, preparation of schedules
- Designing, planning and execution of events, seminars, workshops
- Proposal making, Report Preparation, preparing Presentation
- Preparation of Tender documents, advertisements etc.
- College visit-field visit
- Grant disbursement, preparation of grant orders, Collection of utilization certificate of the grant disbursed
- Bill verification, Bill Payments, preparation of Vouchers for Bill Payment
- Budget Preparation
- Documentation, preparation and maintenance of reports
- Meeting arrangements and Administrative Works like Campus Management, Event Management, HR Management, Maintenance of Assets and Records etc.
- Any other work allotted by KCG Authority

iii) Post Name - Consultant Grade C1 to C8:

Sr. No.	Post	Total Post	Minimum Qualification (Sound Knowledge of Computer is compulsory for all post)	Experience
1	Consultant Grade C1	07	B.A with English with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory
2	Consultant Grade C1 (Stenographer)	01	B.A with English with at least 50% from recognized University Speed in English Short Hand 100 w.p.m.	02 Year of Educational Institutes Experience is Mandatory
3	Consultant Grade C2	08	B.Com. with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory

			B.E. in Computer Engineering/B. Tech. in Computer Engineering/ B.C.A. with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory
4	Consultant Grade C3	07	B.E. in Computer Engineering/B. Tech. in Computer Engineering/ B.C.A. with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory
5	Consultant Grade C4	08	BBA with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory
6	Consultant Grade C5	07	B.Sc. with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory
7	Consultant Grade C6	03	B.A with Economics with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory
8	Consultant Grade C7	02	B.A with Gujarati with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory
9	Consultant Grade C7 (Stenographer)	01	B.A with Gujarati with at least 50% from recognized University Speed in Gujarati Short Hand 75 w.p.m.	02 Year of Educational Institutes Experience is Mandatory
10	Consultant Grade C8	04	Any Graduation Degree (**Except Mentioned in SN 1 to 9**) with at least 50% from recognized University	02 Year of Educational Institutes Experience is Mandatory

Following shall be applicable to Consultant Grade C1 to C8:-

a) Consultancy Fees: Monthly 15,000=00
b) Maximum age limit applicable will be 30 years;
c) Duration of Contract will be 11 months;
d) Skills desired for the post:
    a. Noting and Drafting skills
    b. Willing to travel as per the need of the project
    c. Essential Computer and IT skills,
    d. Planning, Conflict Resolution
    e. Report Writing and Presentation Skills,
    f. Documentation Skill
    g. Team Work, Self-Management, Self-Learning etc.
    h. Time Management
e) Roles and responsibility of Consultant Grade C1 to C8 will be :-
    • Noting Drafting- Letters of different types, preparation of work order, office order, submissions
    • Preparation of Tender documents, advertisements,
    • Report writing, Presentation, Documentation,

- Communication with colleges and Placement agency regarding Placement of students
- Communication with Colleges and Universities
- To prepare reports and upload it on the website,
- Meeting arrangements and Administrative Works like Campus Management, Event Management, and HR Management etc.
- Any other work allotted by KCG Authority

iv) Consultant IT:

Sr. No.	Post	Total Post	Minimum Qualification (Sound Knowledge of Computer is compulsory for all post)	Required Skills
1	Consultant IT	02	B.E./B. Tech in Computer Engineering/Information and Technology Engineering with at least 50% from recognized University with minimum 3 years of relevant experience. OR M.E./M.Tech in Computer Engineering/Information and Technology Engineering/M.C.A./M.Sc. IT with at least 50% from recognized University with minimum 1 year of relevant experience.	Required knowledge of windows and linux server management. Required knowledge of DNS and mail server management. Maintain software updates, designing and implementing new system structures, monitoring server activity, and auditing server security. Knowledge of disaster recovery policies and procedures are preferable.

Following shall be applicable to Consultant IT:-

a) Consultancy Fees: Monthly 20,000=00
b) Maximum age limit applicable will be 35 Years;
c) Duration of Contract will be 11 months.
d) Roles and responsibility of Consultant Grade IT will be :-
- Maintaining Network (LAN, WAN, MAN Wi-Fi Routers and Switches, Server)
- Troubleshooting of Internet Lease line and local networks
- Working of Configuration of Fortinet Firewall
- Installation and Formatting of Windows in PC and Laptops
- Hardware and Peripherals Maintenance
- Update, Up-gradation and Maintenance od Department Websites

- Designing of new web modules, Web Applications as and when required
- Preparing new IT based Projects
- Purchase of the IT Equipment with due process
- Short term and Long term planning of departments IT requirements
- Maintenance and usage of audio & sound system as well as projectors
- Operating Biometrics System

v) Consultant Legal:

Sr. No.	Post	Total Post	Minimum Qualification (Sound Knowledge of Computer is compulsory for all post)	Experience
1	Consultant-Legal	04	LL.B. (LL.M. Preferable) with at least 50% from recognized University	05 Years of experience in legal practice and Legal Drafting at Gujarat High Court is mandatory. Sound knowledge of computer is essential.

Following shall be applicable to Consultant Legal:-

e) Consultancy Fees: Monthly 40,000=00
f) Maximum age limit applicable will be 40 Years;
g) Duration of Contract will be 11 months.
h) Roles and responsibility of Consultant Grade "Legal" will be :-
- Making/preparing Affidavits, to provide necessary guidance for the same to concerned authorities
- Analysis of the legal notices received, preparing points and legal case of the same
- To give advice on legal conspiracy for the policy oriented matters;
- To remain present in High Court and other subordinate courts on behalf of Officers and to make the authorities aware about the case proceedings
- Keeps cases organized by establishing and organizing files;
- monitoring calendars; meeting deadlines; documenting actions;

- inputting information into file database
- case management software;
- Confirming case status with attorney.
- Any other task/activities allotted by authorities of Education Department and Commissionerate of Higher Education

3) **Criteria for Calculation of Marks for Merit Preparation:-**

SN	Particulars	Maximum Marks
A	**Graduation Degree:** Calculation Method: (Total Percentage of Graduation *10)/100	**10 Marks** (on the basis of merit)
B	**Post-Graduation Degree** Calculation Method: (Total Percentage of Graduation *10)/100	**10 Marks** (on the basis of merit)
C	Experience Marks (01 Mark Per Year)	**10 Marks**
D	Interview (with Skill test)	**70 Marks** (Online Assignment/Project/Test - 20 Marks, Presentation Test - Language Proficiency – 25 Marks, Personal Interview - By the Committee - 25 Marks)
	Total	**100 Marks**

Merit list will be prepared after all tests and procedure. Minimum cut off marks for selection on respective post is to be obtained by the candidate is 50%, as per scheme given in above table.

4) **Recruitment process and Norms**
1. List of Candidates who are eligible as per the educational qualification, experience and other criteria will be made available on KCG Website.
2. Firstly Online Assignment/Project/Test will be conducted by KCG. KCG will send details regarding the topic of this test via email id to all eligible Candidates. Candidates are required to prepare and submit assignment/project/test online as instructed in email within prescribed time limit. The schedule of the same will be also made available on KCG Website. Candidates are informed to check their email id and KCG Website http://www.kcg.gujarat.gov.in on daily basis.
3. It will be the sole responsibility of the candidate to give correct email

id in application form. KCG is not responsible for any mistake.

4. Candidates who will secure minimum 50% in the Online Assignment/Project/Test will be called to make presentation on random theme/subject. In case, candidates does not secure desired percentage, the Chairman of the Selection Committee is empowered to reduce the percentage of minimum passing marks for this test, in such a manner as desired to fill up all the posts.

5. Candidates having secured minimum cut off marks will be called for Personal Interview Process. The Interview will be conducted minimum for 1 round and maximum to 02 rounds.

6. In this Process, Analytical Skills, Working with group skills, Presentation Skills, Psycho Analytical Skills, Creative Thinking, Language Proficiency, Critical Thinking, Writing Gujarati/English and Proficiency in Spoken English etc. will be evaluated and the scores secured by the candidate will be added in the previous merit list and thus the candidate will be selected for respective post.

7. The venue of the Presentation Skills and Personal Interview will be KCG Office, Ahmedabad. The decision of the Chairman of the Selection Committee regarding all recruitment process will be considered final in all matters. All the Applicants will get information regarding Date and Time of Interview through Email given in the Online Application Form.

8. After completion of the entire procedure, Final Merit list will be prepared as per the above criteria and calculation of marks mentioned in above Table. Candidates will be taken into consideration who has secured overall cut off of 50% or the minimum marks as decided, as lay down by KCG.

9. As per the requirement of various posts, the top most candidates in each declared post will be called for document verification.

10. The candidates, who complete the document verification process successfully, will be called for 15 days of internship to check their proficiency in educational administration. During these days, the candidates are required to prepare various reports, presentations, data formats, proposals for projects, etc. to check their desired skills. For the same they will be paid 50% of the decided consultancy fees for respective post. The Chairman of Selection Committee may extend this internship period if desires to do so. If the performance of the candidate is not satisfactory during internship, they will not be eligible for signing of Agreement.

11. After document verification, agreement will be signed only with the eligible candidates who have successfully completed internship period. All applicants should note this.

12. Mere applying for the post or called for further selection process does not mean that candidate is selected.
13. All the correspondence regarding recruitment and selection procedure will be done through Email only. So it is instructed to all candidates to check Email daily and don't switch off Mobile Phones.
14. Applicant has to come at their own expenses at the place of presentation test and personal interview on the time mentioned in the Email. No TA/DA or any allowance will be given to any Applicant.
15. In case applicant tries to influence or make any political pressure, the candidature of that Applicant will be cancelled automatically.

5) Process of Making an Application

The application of the candidate will be acceptable and valid only after completing the entire process as under:

- **Step 1:** Candidate will have to download and print the Application Form from http://www.kcg.gujarat.gov.in website.
- **Step 2:** The Candidate is required to fill the complete details in the Application Form and send the same filled Application form along with all the necessary documents of proof **(duly self-attested by the candidate)** such as School Leaving Certificate, Mark sheet of Graduation and Post-Graduation, Degree Certificate of Graduation and Post- Graduation, Experience Certificate etc. on or before dt: **27/07/2020**, time 17:00 Hrs. by Registered AD/Speed Post on the following Address. **Applications submitted in person at KCG will not be acceptable.**
  Kindly note that, after the prescribed time limit application will not be accepted and will not be taken into consideration in any way.
- **Step 3:** Candidates are also required to fill the online Google Form by clicking the link mentioned/given on the Website.

Note:
1. The application shall be valid and acceptable only if the candidate has filled the online Google Form and has sent the physical copy of Application Form by Registered AD / Speed Post along with necessary documents to KCG. So the candidate is required to take both the matters into consideration for application for any post.
2. All instructions regarding Recruitment process will be available on the website or through Email to the respective applicant. So it is instructed that all applicants should check the Website and Email on daily basis.

Address of sending the application form with all necessary documents of proof is as under:

Knowledge Consortium of Gujarat
'Pragna Puram' Campus, Opp. P.R.L.
Between L.D. Engineering College and Girls Polytechnic,
Navrangpura, Ahmedabad - 380015.

6) General Instructions for filling up of online application form and overall recruitment process:-

a) CEO, KCG and The Chairman of Selection Committee have the right to change in the above number of posts or alternate the number and qualifications of various posts.

b) Eligible Applicants have to apply online within the prescribed time limit. Please visit the website of http://www.kcg.gujarat.gov.in for making an application.

c) Applicants are required to read the instructions and advertisement given on the website carefully before filling up the application form. The Application Form filled by the Applicant is taken as Final and No modification can be done after the submission of the application. No request from the Applicant for any modification in application will be taken into consideration, in normal situation.

d) Kindly note that after the prescribed time limit application will not be accepted and will not be taken into consideration in any way. The candidate will not be allowed to make any changes in the filled form afterwards and if the candidate makes any mistake in the form intentionally or unintentionally, that application will not be taken into consideration and candidature of such person will be cancelled. The responsibility of the same will be that of the Candidate.

e) It is mandatory for the Applicant to give his/her Email ID & Mobile Number in the application form which should not be changed untill the completion of recruitment process. So that necessary instructions and information can be sent under any required circumstances.

f) Application can be made for maximum three posts. While filling up the application form, candidate will have to choose maximum three options from various posts available. Application form of the candidate who will choose more than three options of various posts will not be accepted and such form shall stand cancel.

- All the information regarding recruitment on various contractual posts, all details/instructions will be available on

KCG website from time to time.

- If the candidate remains absent in any of the selection procedure on the specified date and time at the venue, candidature for selection of such candidate will be cancelled automatically. The decision of the Chairman of the Selection committee will be final and abiding in all matters.

Document verification:

- Selected candidates document verification will be done after completion of personal interview process only. Disciplinary action will be taken against the Applicant who tries to produce forged/bogus/invalid documents or where original documents are found to have been tempered with, such application form will be cancelled and the decision of the Chairman of the Selection Committee will be considered as final and abiding.

- Applicants, who submit false / incorrect / wrong information in the application, will be disqualified. If the information given by the Applicant is found to be false/ incorrect / wrong or erroneous then he/she will be disqualified either at the time of appointment or before. The decision of Chairman of the Selection Committee will be considered as final and abiding.

- Applicants may contact **Help Line** number from **10:30 am to 5:30 pm** for any queries or any help or difficulty arising in submitting application.
  - ➤ Purvi Pandya (**kcgrecruitment201920@gmail.com**)
  - ➤ Bhumi Dave (6356589709)
  - ➤ Divya Dhakate (9979200152)