



ELECTRONICS CORPORATION OF INDIA LIMITED

**Vishwakarma House, East Boring Canal Road
Behind Lalitha Hotel, Patna - 800001**

Ref: ECIL/SECC/Bihar-EC/7-11

Date: 08.11.2012

Socio Economic Caste Census work

ECIL invites applications from eligible candidates on short term contract basis for execution of SECC work at East Champaran District, Bihar State as given below:-

| Sl.No. | Manpower required | Age | Qualification | Experience | Emoluments to be paid by cheque subject to meeting Service Level Agreement (SLA) requirement |
|--------|-----------------------------------|---------------|--|--|--|
| 1. | Charge centre incharges – 27 nos. | Upto 35 years | Science / Arts Graduates, preferably First class with excellent knowledge of computers | Minimum – 2 years management experience with reputed Company | Rs.10,000/- consolidated pay per month. Additionally Rs.1,000/- per month will be paid extra towards conveyance, cell phone charges and small expenses. PF,ESI will be as per Govt. Rules. |

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| 2 | Data Base Administrators - 27 nos. | Upto 30 years | Science / Arts Graduates preferably First class. Computer Level 'B' certification with minimum 3 months training from reputed training institution. | Minimum – 2 years management experience with reputed Company | Rs.9,000/- consolidated pay per month. Additionally Rs.1,000/- per month will be paid extra towards conveyance, cell phone charges and small expenses. PF,ESI will be as per Govt. Rules. |
| 3 | Data Entry Operators (DEOs) - 500 nos. | Upto 30 years | Preferably 10+2 , minimum 10 th Class with good academic record and computer knowledge | | <p>Rs.2.50 per record for Data Entry and Rs.1.75 per record for conveyance to place of Data Entry and security of data and movement back to charge centres and handing over of TPCs at charge centres.</p> <p>The total amount of Rs.4.25 per record as mentioned above is inclusive of compensation equal to PF & ESI. Payment will be made only for accurate and uploaded records into NIC server and will be paid on fortnightly basis.</p> |

1. Details of job requirement and Service Level Agreement (SLA) are given in ECIL website – www.ecil.co.in . The candidates have to appear for written examination and interview at the venue.
2. For any clarifications, please contact Shri G Hemachander Rao, Sr.DGM, Mobile no. 09430808105 or Shri K.Hari Satyanarayana, Sr.DGM, 09440679325 & Shri Ratnesh Panday , (M): 9472957060. (Email: ghcrao@gmail.com).
3. The Candidates shall submit application as per the format attached and produce documents showing the proof of date of birth, address, qualifications and experience and other documents along with originals and hand over one copy of the same alongwith TWO recent PP photographs and mobile telephone nos. to ECIL at the time of attending the written exam and interview.
4. **The Venue:** Written exams and Interviews will be held on **9th Nov.'12 at Dr. Radha Krishna Bhavan, Collectorate, Mothihari** and on **10th, 11th, 12th of November, 2012 from 09.30 AM onwards at Zilla School, Hospital Road, Mothihari, East Champaran, Bihar.**
5. Application form as per enclosed form to be submitted at the time of written exam.

Special Note: The requirement is purely on temporary basis and no further commitment of engagement will be given in any other districts and in any where else.

SERVICE LEVEL AGREEMENT (SLA)

| Activity | Required Service Level | Penalty on breach for Service Level |
|--------------------------------|--|---|
| Charge Centre Incharges | <ul style="list-style-type: none"> • To operate the Charge Centre from 0800 Hrs to 2000 Hrs every day. • To give the DEOs daily tasking of EBs to be enumerated and areas in which enumeration has to be done – as agreed upon with State Govt. authorities and Enumerators schedules • To ensure that all TPCs are put on charge every night and loaded up with required data every morning before DEOs go for field work. • To receive all data and take back up. • To see the previous day's data through data view module for accuracy. • To upload data to NIC portal. • To run the complete administration of charge centre activities including the execution of supervisory module, complaints and objections tracking system up to printing of final list. • To provide daily reports as required by district and state in-charges. | <ul style="list-style-type: none"> • If any one of the clauses indicated is not complied with, then ECIL reserves the right to terminate short term contract with immediate effect. • In case of poor performance, Financial penalty will be imposed based on the ECIL's committee's evaluation and recommendation. |
| Database Administrators (DBAs) | <ul style="list-style-type: none"> • He will be the deputy in-charge and required to fulfill all activities of charge centre in-charge. In addition he will perform the following activities. • To do the operation of cataloging EB-wise in charge centre computers (CC Computers) if needed. • Loading of EB-wise cataloged data to Tablet PCs (TPCs). • Loading Enumerated data from TPCs to Charge Centre | <ul style="list-style-type: none"> • If any one of the clauses indicated is not complied with, then ECIL reserves the right to terminate short term contract with immediate effect. • In case of poor performance, Financial penalty will be imposed based on the ECIL's |

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| | <p>Computers.</p> <ul style="list-style-type: none"> • Selecting records for Supervisory Module and transferring from CC Computers to TPCs. • Uploading Supervisory data from TPCs to CC Computers and then to NIC Server. • Generating PDF files using verification s/w and distributing in paper format to Supervisors. • Preparing correction files based on the corrections based on the Supervisors and uploading "C" file to NIC Server. • Coordination of Draft list printing, preparation of PDF files from "D" files. • Handling COTS module- Data Entry & corrections based on claims and objection forms in charge centres, uploading of final corrected file to NIC Server. | <p>committee's evaluation and recommendation.</p> |
| Data Entry Operators (DEOs) | <ul style="list-style-type: none"> • To attend joint training programmes with enumerators. • To charge the TPCs everyday and keep in safe custody. • To transfer the cataloged data to TPCs with the help of DBAs. • To visit house-holds with enumerators and TPCs for data entry. • To transfer the completed EB enumerated data from TPCs to CC Computers. • To sign on the enumerator's abstract and also to arrange the signature of the enumerators. <p>For the DEOs attached to Supervisors :</p> <ol style="list-style-type: none"> A. To transfer selected records to TPCs. B. To accompany the Supervisors along with the TPCs for visit of selected house-holds. C. To transfer the supervisor corrected records to CC computers. | <ul style="list-style-type: none"> • Estimated no. of records to be enumerated per day is 75 to 100. (i.e. 15 to 20 households). • If the rate of records enumerated is more than 100 per day, no additional payment will be made for extra records. • Payment will be made only for accurate number of records uploaded to NIC server and will be on fortnightly basis through bank cheques. |