



**ELECTRONICS CORPORATION OF INDIA LIMITED**

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

**Ref: ECIL/SECC/Bihar/1-11**

**Date: 04.11.2012**

**Socio Economic Caste Census work**

ECIL invites applications from eligible candidates on short term contract basis for execution of SECC work at Nalanda 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 – 26 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.
2	Data Base Administrators - 20 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) - 300 nos.	Upto 30 years	Preferably 10+2 , minimum 10 <sup>th</sup> 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 &amp; ESI. Payment will be made only for accurate and uploaded records into NIC server and will be paid on fortnightly basis.</p>
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1. Details of job requirement and Service Level Agreement (SLA) are given in ECIL website – [www.ecil.co.in](http://www.ecil.co.in), [www.tender.gov.in](http://www.tender.gov.in). Application can be sent by email to [cmgpur@ecil.co.in](mailto:cmgpur@ecil.co.in) or [ecilks@gmail.com](mailto:ecilks@gmail.com) or [omcecil@gmail.com](mailto:omcecil@gmail.com). For any clarifications, please contact Shri K. Muralidhara Rao, Sr.DGM, Mobile no. 09431002812 or Shri K.Satyanarayana, Sr.DGM, 07382625593 or Shri K Subba Rao, DGM – 040-2712 1897, 2718 2415.
2. The Candidates shall produce documents showing the proof of date of birth, address, qualifications and experience along with originals and hand over one copy of the same alongwith TWO PP photographs and mobile telephone nos. to ECIL at the time of attending the interview.
3. Walk-in Interviews will be held on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> of November, 2012 from 09.00 AM onwards at at SOGRA school, Near Kacheri, opposite to DM office, Bihar Sharif, Nalanda, Bihar.
4. Application form as per enclosed form can be sent by e-mail.

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)**

<b>Activity</b>	<b>Required Service Level</b>	<b>Penalty on breach for Service Level</b>
Charge Centre Incharges	<ul style="list-style-type: none"> <li>To operate the Charge Centre from 0800 Hrs to 2000 Hrs every day.</li> <li>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</li> <li>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.</li> <li>To receive all data and take back up.</li> <li>To see the previous day's data through data view module for accuracy.</li> <li>To upload data to NIC portal.</li> <li>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.</li> <li>To provide daily reports as required by district and state in-charges.</li> </ul>	<ul style="list-style-type: none"> <li>If any one of the clauses indicated is not complied with, then ECIL reserves the right to terminate short term contract with immediate effect.</li> <li>In case of poor performance, Financial penalty will be imposed based on the ECIL's committee's evaluation and recommendation.</li> </ul>
Database Administrators (DBAs)	<ul style="list-style-type: none"> <li>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.</li> <li>To do the operation of cataloging EB-wise in charge centre computers (CC Computers) if needed.</li> <li>Loading of EB-wise cataloged data to Tablet PCs (TPCs).</li> <li>Loading Enumerated data from TPCs to Charge Centre</li> </ul>	<ul style="list-style-type: none"> <li>If any one of the clauses indicated is not complied with, then ECIL reserves the right to terminate short term contract with immediate effect.</li> <li>In case of poor performance, Financial penalty will be imposed based on the ECIL's</li> </ul>

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

## **APPLICATION FOR THE POST OF CCI-DBA-DEOs**

1. Name of the candidate :
2. Age :  
  
(copy of the proof to be enclosed)
3. Name of the Father :
4. Residential Address :  
  
(copy of the proof to be enclosed)
5. Qualification :  
  
(copy of the proof to be enclosed)
6. Experience :  
  
(copy of the proof to be enclosed)
7. Name of the Bank and SB account no.  
  
(can be given after joining, if selected)
8. Mobile telephone no :
9. Recent Passport size photographs : 2 nos. to be enclosed