

Gram Swawlambi Swadeshi Swaraj Foundation

(G3S FOUNDATION)

Registered under The Societies Registration Act, 1860
All India Level Society | Regd. No. ROS/North/ALP/11/2016

Date-06-02-2019

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PLEASE READ VERY CAREFULLY BEFORE APPLY FOR ANY POST AND PROVIDING ANY DETAILS AND PAYMENT FROM YOUR SIDE.

CIRCULAR FOR ENGAGEMENT OF A CANDIDATE IN G3S FOUNDATION AS A VOLUNTEER IN PROJECT SHIKSHA

Online Applications are invited from qualified candidate through the Performa which is available on G3S's WEBSITE (www.g3sfoundation.org) for the engagement of various post on the basis of voluntarism i.e. Teacher cum facilitator, Junior Manager cum block coordinator senior manager cum district coordinator, Caretaker cum M.T.S in the State of Bihar.

IMPORTANT NOTE

The candidate applying for the examination should ensure from his/her end that he/she full fills all the eligibility conditions for admission to the examination. His/her admission at all stages of the examination will be purely provisional, subject to satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that he/she does not fulfill any of the eligibility conditions, his/her candidature for the examination will be cancelled. One candidate can apply for more than one post if he/she is eligible for other posts but he/she will be accepted for one post only. Candidate, engaged on the basis of this examination, shall be on contract basis for a period of 12 months and during the period of engagement, the candidate would be required to undergo with such training or pass such examinations as prescribed by the organization. On successful completion of the period of training, the candidates shall, if considered fit for post, be confirmed to their post by the organization. Filling of form does not guarantee you a seat in project, candidate have to go through with the process and proper procedure i.e.

- a) First candidate will enroll himself/herself at our portal.
- b) After entering details at G3S portal, the applicant will get payment gateway of SabPaisa.

- c) After completion of form filling, candidate have to wait for admit card/hall ticket.
- d) Then candidate have to appear in the written exam conducted by the organization.
- e) Then candidate have to appear for face to face interview, organized and confirmed from our side.
- f) Then candidate have to go through with the training part of the organization.
- g) Then candidate will be considered as a volunteer of the organization.
- h) Then Final result and acceptance as a volunteer for Project SHIKSHA.

GENERAL MISTAKES WHICH WILL NOT BE ENTERTAINED IF FOUND IN THE FORM OF A CANDIDATE APPLIED FOR VARIOUS POSTS

- If found fake or unclear photo and signature.
- If found photo and signature not uploaded.
- If mentioned wrong details in the form.
- If payment not done within the time limit.

GENERAL PROVISIONS FOR CANDIDATE

- Candidate must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website shall be processed through computer and the eligibility decided in terms of notification.
- The applications received online in the prescribed Performa available at the website and the Organization will not be held responsible for any kind of discrepancy.
- Candidate must upload his/her own scanned photo and signature through JPG format. (between 20KB to 50KB), no form shall be entertained if the organization finds that the original photo and signature is not uploaded.
- The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.
- All the essential certificates issued by the competent authority of State/center government shall compulsorily be kept with the applicants to produce

as and when required to do so. Failure to produce the required certificates on the day of verification will lead to disqualification.

- The claim of the candidates with regard to the date of birth, educational / technical qualifications, experience etc. are accepted only provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the organization. Mere admission to any test or interview or inclusion of the name of a candidate in a Merit List will not confer to the candidate any right for admission. The candidate is therefore, provisional at all stages and the organization reserve the right to reject candidature at any stage of the selection even after the advice has been made.

SUBMISSION OF ONLINE APPLICATIONS AND EXPECTED DATES FOR WRITTEN EXAMINATION, INTERVIEW AND TRAINING

- I. Submission of ONLINE applications starts from Dt. 01/02/2019.
- II. Last date for submission of ONLINE applications Dt. 25/02/2019.
- III. Hall Tickets can be downloaded 07 days before commencement of Examination.
- IV. The Written Examination will tentatively in March/April 2019 on various dates. The Examination will be conducted through OMR based on objective type of question. Candidates are advised to regularly check G3S's website.
- V. Before applying for the posts, candidate shall register themselves as per the One Time Registration (OTR) through the Official Website of G3S Foundation.
- VI. The Interview will tentatively in April/May 2019 on various dates.
- VII. The Training will tentatively in May/June 2019 on various dates and on various places in Patna and Delhi.
- VIII. Those who have registered in OTR already shall apply by login to their sign in ID and password as provided in OTR.
- IX. The candidates who possess requisite qualification may apply online by satisfying themselves about the terms and conditions of this engagement. The details of engagement are given below

AGE LIMIT:

- Teacher cum facilitator: 18 to 30 years as on 01-05-2019.

- Junior Manger: 18-30 years as on 01-05-2019.
- Senior Manger: 20-30 Years as on 01-05-2019.
- M.T.S cum Caretaker: 18-30 Years as on 01-05-2019.

EDUCATIONAL QUALIFICATION:

- For Junior and senior manager- (As on 31.05.2019) A Bachelor Degree in any stream (Graduation level) from a recognized university, or any equivalent qualification recognized as such by the Central/State Government. Those who are in the final year of Graduation/Semester may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the Graduation Examination on or before 31.05.2019.
- For Teacher cum Facilitator- (As on 31.05.2019) 10+2 from a recognized Board, in any stream or any equivalent qualification recognized as such by the Central/State Government. Those who are in the 12th may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the 12th Examination on or before 31.05.2019.
- For M.T.S- (As on 31.05.2019) 8th from a recognized school or any equivalent qualification recognized as such by the Central/State Government. Those who are in 8th can also apply but the age of the candidate will be more than 18 years or 18 years, he/she may also apply provisionally subject to the condition that, if called for interview, he/she will have to produce proof of having passed 8th class Examination on or before 31.05.2019.

OTHER QUALIFICATIONS

- Must hold effective driving license. (for every post)
- Must have knowledge of computer and operating smart phones. (for Junior and senior manager and Teacher cum Facilitator)
- Must have knowledge of washing clothes, cleaning utensils, cleaning and dusting of home, cooking, purchasing daily use product for household purpose knowledge of operating multimedia smart phones. (Compulsorily for For M.T.S cum caretaker)

FEE/DONATION:

Each candidate shall pay Rs. 300/-+ GST +Handling charge If requesting for Teacher Cum Facilitator, Rs. 300/-+ GST+ Handling charge If requesting for Junior Manager Rs. 350/-+ GST+ Handling charge, If requesting for senior manager, Rs. 250/-+ GST+ Handling charge If requesting for M.T.S, towards Online Application Processing Fee, this collection will be considered as Donation and the organization shall carry out other activities like conducting exam, interview, training and developing centers including other activities of organization. Donation once paid will not be returned in any circumstances.

HALL TICKETS/ADMIT CARD

- Hall Tickets/Admit Cards for written exam and interview can be downloaded 07 days before commencement of Examination. **CANDIDATE WILL HAVE TO DOWNLOAD THE SAME FROM OUR WEBSITE. NO HARD COPY OF ADMIT CARD/HALL TICKET WILL BE SENT BY POST. CANDIDATES ARE ADVISED TO REGULARLY CHECK G3S'S WEBSITE.**

EXPECTED PROCESS FOR WRITTEN EXAMINATION

- The Written Examination will tentatively in March/April 2019 on various dates. The Examination will be conducted through OMR based on objective type of question. **CANDIDATES ARE ADVISED TO REGULARLY CHECK G3S'S WEBSITE. CANDIDATE WILL HAVE TO DOWNLOAD THE SAME FROM OUR WEBSITE. NO HARD COPY OF ADMIT CARD/HALL TICKET WILL BE SENT BY POST.**
- Weightage for written exam will be 70%.

EXPECTED PROCESS FOR INTERVIEW

- Interview is mandatory but qualifying in nature. The Organization will fix qualifying standard in the interview for each post. Candidate qualified in the test will be placed according to their marks in descending order. Depending upon the number of appointment only certain number of candidate from qualify by ranking high enough in the merit will be called for interview in the ratio of maximum 3 candidates for each vacancy. Candidate are required to score a minimum percentage marks (to be decided by the G3S Foundation) in interview to be considered for final selection. The candidate

qualify the interview will be considered for training process on basis of their merit in the interview Examination and written examination, Final acceptance will be made on the basis of candidate's performance in the test and interview taken together. Note: Interview call letters will be uploaded on the G3S's website after declaration of result of offline test. Weightage for interview will be 30%. **CANDIDATE WILL HAVE TO DOWNLOAD THE SAME FROM OUR WEBSITE. NO HARD COPY OF INTERVIEW CALL LETTER WILL BE SENT BY POST.**

The following certificates must be kept ready by the candidates for the purpose of verification, at the time of interview.

- Proof of Educational qualifications
- Proof of other qualifications as asked at the notification.
- Date of Birth Certificate
- Self Declaration affidavit for engagement as a volunteer on a 10Rs non judicial stamp paper stating the intention for becoming volunteer of organization. Where he/she will states that I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief. If any information is found incorrect at any point of time, my engagement will be terminated with immediate effect. In addition, the G3S Foundation shall be at liberty to take any other action as per the law for furnishing the false information by me, A format for the same will be uploaded in future on the official website.
- No Objection Certificate from Parents/guardian (if anywhere posted in Bihar)
- Bank account details

CENTERS FOR WRITTEN EXAMINATION

- The organization reserved rights to allot examination center to the candidate according to the convenience of the organization.
- The expected center for written examination will be Patna and nearby to candidate district.
- The organization reserves the right to allot any centre other than the centre expected by candidate, organization reserves right to create a new centre for administrative reasons. Request for change of the centre will not be entertained.

- The organization will not give or bear any kind of expense which will be incurred by candidate in attending the exams conducted by the organization.

CENTERS FOR INTERVIEW

- The organization reserved rights to allot Interview center to the candidate according to the convenience of the organization.
- The expected center for interview will be Patna.
- The organization reserves the right to allot any centre other than the centre expected by candidate, organization reserves right to create a new centre for administrative reasons. Request for change of the centre will not be entertained.
- The organization will not give or bear any kind of expense which will be incurred by candidate in attending the interview conducted by the organization.

CENTERS FOR TRAINING

- The Training will be around 45 days (Maximum). Attending training is mandatory for every post. Training for Sr. manager will take place in Delhi, so the candidate has to join in Delhi for training at the time of his/her call letter. No fare for coming to Delhi and going from Delhi will be given to senior manager by G3S Foundation. Under Training period half Stipend will be given to the candidate in their respected Bank Account. They have to submit their Bank Account Details at the time of Interview. Training Part for Junior Manager Teacher Cum Facilitator and MTS will take place in two portion one portion take place in Patna (for Jr. Manager, Teacher Cum Facilitator and MTS) & Second portion of Training will take place in respective block or nearby block of the candidate for which no fare for coming to Patna and going for the destination allotted to the Junior Manager Teacher Cum Facilitator and M.T.S will be given by G3S Foundation. Under Training period half Stipend will be given to the Trainee in their respected Bank Account. They have to submit their Bank Account Details at the time of Interview. This second part of training for the post of senior manager, junior manger Teacher Cum Facilitator and M.T.S will be decided by the State Project Coordinator with the consultation of National Project Coordinator.

SYLLABUS FOR WRITTEN EXAM EXAMINATION FOR SENIOR MANAGER

General Awareness and Current Affairs (20marks)

- Bihar gk, Indian Polity, Geography-India and the world, General science and environment, current affairs.

Mental Ability (20 Marks)

- Numerical reasoning, logical reasoning, arithmetic and General Intelligence.

Information and communication technology (20 marks)

- Interpersonal and communication skills,
- Computer- Introduction, some facts related to computer, hardware, software, keyboard shortcuts (commands), glossary, abbreviations associated with computer.

Decision making (20 marks)

- Problem Solving, personality development, Decision making ability.

Language (20 marks)

A. English

- Common errors, one word substitution, antonyms and synonyms, spelling(s), direct and indirect speech, active and passive voice, sentence competition (fill in the blanks) test, idioms and phrases, comprehension.

B. सामान्य हिंदी

- वर्ण तथा ध्वनि विचार, शब्द विचार, सर्वनाम तथा विशेषण, संधि, समास, लिंग वचन कथा तथा कारक, पर्यायवाची शब्द, विपरीतार्थक शब्द, अनेक शब्दों के लिए शब्द, मुहावरे अर्थ एवं प्रयोग, लोकोक्तियां या कहावतें, शब्दों में सामान्य अशुद्धियां, वाक्यों में सामान्य अशुद्धियां, अपठित गद्यांश, उपसर्ग एवं प्रत्यय

SYLLABUS FOR WRITTEN EXAM EXAMINATION FOR JUNIOR MANAGER

General Awareness and Current Affairs (20marks)

- Bihar G.K, Indian Polity, Current affairs, Modern Indian History and Freedom Movement , Miscellaneous

Arithmetic (10 marks)

- Number System, Fraction, Square and Square roots, cube and cube roots, surds and indices, simplification, LCM and HCF, Average, Data Interpretation, Clock and Calendar, Time and work, Time and Distance ,Simple Interest and Compound Interest, Profit and Loss, Percentage.

General Intelligence and Reasoning (20 marks)

- Coding -decoding, analogy, classification, word formation, blood relations, direction sense test, inserting the missing character, number series,

Information and communication technology (10 marks)

- Computer- Introduction, some facts related to computer, hardware, software, keyboard shortcuts (commands), glossary, abbreviation associated with computer.

Decision Making (20 marks)

- Problem Solving, personality development, Decision making ability.

Language (20 marks)

a) English

- Common errors, one word substitution, antonyms and synonyms, spelling(s), direct and indirect speech, active and passive voice, sentence competition (fill in the blanks)test, idioms and phrases, comprehension.

b) सामान्य हिंदी

- वर्ण तथा ध्वनि विचार, शब्द विचार, सर्वनाम तथा विशेषण, संधि, समास, लिंग वचन कथा तथा कारक, पर्यायवाची शब्द, विपरीतार्थक शब्द, अनेक शब्दों के लिए शब्द, मुहावरे अर्थ एवं प्रयोग, लोकोक्तियां या कहावतें, शब्दों में सामान्य अशुद्धियां, वाक्यों में सामान्य अशुद्धियां, अपठित गद्यांश, उपसर्ग एवं प्रत्यय

SYLLABUS FOR WRITTEN EXAM EXAMINATION FOR TEACHER CUM FACILITATOR

General Awareness and Current Affairs (20marks)

- Indian Polity, Indian History (medieval and modern), Geography - India and solar system, environment and ecology, Miscellaneous.
- Bihar GK and Current affairs
- Bihar- Polity, history, Geography, Culture, economy, sports, personalities and miscellaneous

Mental ability (20 marks)

- Number System, Fraction, Square and Square roots, cube and cube roots, surds and indices, simplification, LCM and HCF, Average, basic numerical reasoning, , Data Interpretation, Clock and Calendar, Time and work, Time and Distance ,Simple Interest and Compound Interest, Profit and Loss, Percentage

Computer knowledge (10 marks)

- Introduction, some facts related to computer, hardware, software, keyboard shortcuts (commands), glossary, abbreviations associated with computer.

Teaching aptitude and child development (20 marks)

- Basic knowledge of education, teaching methods and child psychology

Language (marks30)

a. English

- Common errors, one word substitution, antonyms and synonyms, spelling(s), direct and indirect speech, active and passive voice, sentence completion (fill in the blanks) test, idioms and phrases, comprehension.

b. सामान्य हिंदी

- वर्ण तथा ध्वनि विचार, शब्द विचार, सर्वनाम तथा विशेषण, संधि, समास, लिंग वचन कथा तथा कारक, पर्यायवाची शब्द, विपरीतार्थक शब्द, अनेक शब्दों के लिए शब्द, मुहावरे अर्थ एवं प्रयोग, लोकोक्तियां या कहावतें, शब्दों में सामान्य अशुद्धियां, वाक्यों में सामान्य अशुद्धियां, अपठित गद्यांश, उपसर्ग एवं प्रत्यय

SYLLABUS FOR WRITTEN EXAM EXAMINATION FOR M.T.S CUM CARETAKER

Language (40 marks)

I. English

- Common errors, one word substitution, antonyms and synonyms, spelling(s), direct and indirect speech, active and passive voice, sentence competition (fill in the blanks) test, idioms and phrases, comprehension.

II. सामान्य हिंदी

- वर्ण तथा ध्वनि विचार, शब्द विचार, सर्वनाम तथा विशेषण, संधि, समास, लिंग वचन कथा तथा कारक, पर्यायवाची शब्द, विपरीतार्थक शब्द, अनेक शब्दों के लिए शब्द, मुहावरे अर्थ एवं प्रयोग, लोकोक्तियां या कहावतें, शब्दों में सामान्य अशुद्धियां, वाक्यों में सामान्य अशुद्धियां, अपठित गद्यांश, उपसर्ग एवं प्रत्यय

General Awareness and Current Affairs (30 marks)

- Indian Polity, Indian History (medieval and modern), Geography - India and solar system, environment and ecology, Miscellaneous.
- Bihar GK and Current affairs
Bihar- Polity, history, Geography, Culture, economy, sports, personalities and miscellaneous

Miscellaneous question from daily activities (30 Marks)

- Question based on Daily activity of human life in Bihar

NOTE:- QUESTION PAPER FOR EVERY POST CONTAINS 100 QUESTION 1 MARKS EACH.

TIME FOR SOLVING WRITTEN EXAM

For these objective type tests of total 100 marks candidate will be given a composite time of 1 Hours.

NEGATIVE MARKS

There will be negative marks for wrong answers in the Objective tests. 1/4th mark will be deducted for each wrong answer. Candidates will have to pass

in each of the objective tests. The passing marks in each of the tests will be decided by the organization on the basis of the performance of all competing candidate taken together in each test to a minimum required level.

DOCUMENT VERIFICATION (DV):

Candidate qualified for Document Verification are required to come for Document Verification. Those who fail to do so will not be considered for any post at the time of final scrutiny. Candidate will have to submit copies of various documents like Matriculation Certificate, educational qualification, relevant document, if any asked by organization. Candidate will be required to produce all documents in original for verification at the time of document verification. Information about the required documents will be provided while calling candidates for DV. Detailed information from candidates either online or at the time of document verification will be asked. Fake documents or tampering of document if any found from the candidate will be subject to legal action against the candidate.

RESOLUTION OF TIE CASES

In the event of tie between the Candidates in the performance of as asked from the candidates, such cases will be resolved by applying following criteria,

One after another, till the tie is resolved :-

- i) Total marks in the performance of all the previous exams conducted by the g3s foundation.
- ii) Total calculation of 10th marks.
- iii) Total calculation of 10 +2 marks.
- iv) Date of Birth, with older candidates placed higher.
- v) Alphabetical order of names (starting with first name)
- vi) Next preference to those candidates who have good behavior in the interview/training session organized by the organization.

RULES:

All are informed that the various conditions and criterion prescribed herein are governed by the General Rules of existing G3S organizational Rules, read with the relevant Special Rules applicable under project Shiksha. Any guidelines or clarification is based on the said Rules, and, in case of any necessity, any matter will be processed as per the relevant General and Special Rules in force.

CONSTITUTIONAL PROVISIONS:-

The Organization is empowered under the provisions of Society registration act read with the Constitution of India along with other relevant laws, rules, regulations and executive instructions and all other enabling legal provisions in this regard to conduct examination for appointment to the posts notified herein, duly following the principle of order of merit with reference to relevant statutory provisions and ensuring that the whole recruitment and selection process is carried out with utmost regard to maintain secrecy and confidentiality so as to ensure that the principle of merit is followed. A candidate shall be disqualified for appointment, if he himself / she herself or through relations or friends or any others has canvassed or endeavored to enlist for his candidature, extraneous support, whether from official or non-official sources for appointment to this service.

IMPORTANT NOTE:

The number of appointment in the organization are subject to variation on the pleasure of G3S Board, the organization reserves the rights to fill all the post as asked in the notification or not to fill even a single post against the notification.

AGREEMENT FOR 12 MONTHS.

- The agreement for becoming a Volunteer will come into the force once he/she receive the official acceptance letter. The tenure for this agreement will starts from the day when he/she receive official acceptance
- After acceptance as a Volunteer, he/she has to submit Rs. 2000 as a security amount, the security amount will be refunded in the Bank A/C of the volunteer after a written request in the office of state project coordinator but it shall not be given before the completion of project SHIKSHA.
- The Volunteer will receive stipend in the bank account which they submit at the final stage. The Stipend will vary according to the performance of Volunteer, the maximum per month stipend will be for MTS is Rs. 6500/-, for Teacher Cum Facilitator is Rs. 8000/-, for Junior Manager is Rs. 10000/- and for Senior manager is Rs. 20000/-.
- The volunteers will receive travelling allowance food and accommodation at block office and State office subject to the decision of the foundation.

- There will be no leave for Volunteer after engagement only gazette and public holiday is allowed.
- This agreement does not create employer & employee relationship. G3S Foundation is an NGO. It is totally a Volunteer work based upon Volunteerism.
- The Training will be around 45 days (Maximum). Attending training is mandatory for every post. Training for Sr. manager will take place in Delhi, so the candidate has to join in Delhi for training at the time give in his call letter. No fare for coming to Delhi and going for destination allotted to the Senior Manager will be given by G3S Foundation. Under Training period half Stipend will be given to the Trainee in their respected Bank Account. They have to submit their Bank Account Details at the time of Interview.
- Junior Manager, Senior Manager Teacher Cum Facilitator and M.T.S Cum Caretaker has to hold an effective driving license from anywhere in India.
- Only Public holiday is allowed to the Volunteer. In case they need any holiday so they need to contact to the authorities 3 days before they want holiday.
- The Junior Manager, Teacher Cum Facilitator and M.T.S Cum Caretaker will reside at the block level office compulsorily.
- All the arrangements for his food and accommodation will be bear by the organization.
- Every Teacher Cum Facilitator will take 4 classes of 2 hour each and every day (Mandatory Condition), every class consist of 50 students at panchayat level.
- Junior Manager along with Teacher will be responsible for collecting 50 students from one village as allotted Panchayat to them by the senior manager.
- The whole work is transferable in nature, the Volunteer will be transferred from one place to another place if the Foundation feels to do so.
- The Number of seats shown in notification are not final, G3S Foundation reserved rights to fill all the post shown in the notification or will not even a single seat in the notification.
- The Senior Manager, Junior Manager, Teacher Cum Facilitator and MTS will reside permanently at the office of G3S Foundation which will be set up by G3S foundation during his/her engagement of 12 Months.

- The Interview for Teacher Cum Facilitator, Junior Manager and Care Taker Cum MTS will take place in Patna and Delhi, No reimbursement will be paid to any candidate for attending interview.
- Training Part for Junior Manager and Teacher Cum Facilitator will take place in two portion one portion take place in Patna(for Jr. Manager, Teacher Cum Facilitator and MTS) & Second portion of Training will take place in his/her respective block in accordance with the consultation with the State Project Coordinator and National Project Coordinator.
- Training Part for senior Manager will take place in two portion one portion take place in Delhi & Second portion of Training will take place in any district of Bihar which will be decided by the State Project Coordinator with the consultation of National Project Coordinator.
- The Senior Manager, Junior Manager and Teacher Cum Facilitator will follow the Modules given by their authorities for implementation.
- The Stipend will be credited in the Bank Account of the volunteer in first 10 days of official engagement.
- G3S does not follow any recommendation prescribed by ministry of PG & Pension. Candidate cannot claim for any recommendation of ministry of PG & Pension in future if accepted as a volunteer by G3S Foundation Board.
- This project shiksha is totally based upon voluntary work so in future candidate will not claim to be governed through labor law and minimum wages act.
- The organization will not provide any medical facilities to its applicant during the course of the engagement, only first aid will be provided to the volunteer, the organization will also not provide any PF & ESI to accepted volunteer.

GENERAL INSTRUCTIONS FOR WRITTEN EXAMINATION

- The candidate must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally accepted by the Organization or that the entries made by the candidate in his/her application have been accepted by the Organization as true and correct. The candidates have to be found suitable after verification of original certificates; and other eligibility criteria. The Applicants have to upload his/her scanned recent colour

passport photo and signature to the Application Form. Failure to produce the same photograph, if required, at the time of interview/ verification, may lead to disqualification. Hence the candidate are advised not to change their appearance till the engagement process is complete.

- The candidate is not allowed to bring any Electronic devices such as mobile /cell phones, Calculators, tablets, IPad, Bluetooth, pagers, watches to examination centre. Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.
- The candidate have to report 30 minutes before to the examination venue to record their identification.
- The candidates are expected to behave in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet of OMR based examination, the candidature will be rejected and in case of disorder/ rowdy behavior during Examination, necessary F.I.R. for this incident will be lodged with concerned Police Station, apart from disqualifying his / her candidature.
- Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from any candidate.

REGARDING OFFLINE OMR BASED EXAMINATION,
GUIDELINES FOR CANDIDATES

- The candidate have to report 30 minutes before to the examination venue to record their identification.
- The candidate should go through the instructions given on the cover page of test booklet and carefully write his/her Register Number, Fathers name, Booklet Series, Name of the Examination Centre etc., in the Answer Sheet, which will be provided to him/her in the examination hall.
- Since the answer sheets are to be scanned (valued) with Optical Mark Scanner system, the candidate have to USE BALL POINT PEN (BLUE/BLACK) ONLY FOR MARKING THE ANSWERS. The CANDIDATEs will be supplied OMR Sheet and question paper. The candidate is required to use Ball Point Pen (Blue or Black) for filling the relevant blocks in the OMR Sheet including bubbling the answers. After writing the examination the candidate has to handover the original OMR

sheet (Top Sheet) to the invigilator in the examination hall, if any candidate takes away the original OMR Sheet his/her candidature will be rejected. However the candidate is permitted to take away question paper. The candidate should bring Ball Point Pen (Blue/Black and smooth writing pad) to fill up relevant columns on the Answer Sheet. The candidate must ensure encoding the Register Number, Booklet Series, Name of the Examination Centre, Signature of the candidate and Invigilator, etc., on the O.M.R. Answer sheet correctly, failing which the Answer sheet will be rejected and will not be valued. Use of whitener on OMR Sheet will lead to disqualification.

- The OMR Sheet is to bubble only by Ball Point Pen (Blue/Black). Bubbling by Pencil / Ink Pen / Gel Pen is not permitted in this examination.
- The candidate should satisfy the Invigilator of his identity with reference to the signature and photographs available on the registration and Hall Ticket.
- No candidate should leave the examination hall till expiry of fulltime.
- Late entry in the examination hall is not permissible for any candidate. Single minute later after the time will not entertained in any circumstance.
- The Organization would be analyzing the responses of a candidate with other appeared candidate to detect patterns of similarity. If it is suspected that the responses have been shared and the scores obtained are not genuine/valid, the Organization reserves the right to cancel his/ her candidature and to invalidate the Answer Sheet.
- If the candidate noticed any discrepancy printed on Hall ticket as to community, date of birth etc, they may immediately bring to the notice of Organization's officials/Chief Superintendent in the examination centre and necessary corrections be made in the Nominal Roll, in the Examination Hall against his/her Hall Ticket Number for being verified by the Organization's Office.

SELECTION PROCEDURE

- All eligible candidate should apply on-line before the last date for registration of application.
- Final selection will be made on the basis of performance in the Written Examination interview and training taken by the Organization.

EXPLANATION: -

SENIOR MANAGER' MEANS A CANDIDATE-

- a) Who will look administratively different blocks as allotted to him on the behalf of G3S foundation.
- b) Who will help in maintaining record and accounts of his/her district at his/her allotted Area.
- c) Who will work as a volunteer for the organization.
- d) Who will help in completing tasks assigned by the state project coordinator accurately and efficiently at his/her district level.
- e) Who will look administratively different district as allotted to him on the behalf of G3S foundation.
- f) Who will help in Resolving issues raised by junior manager till their overall satisfaction at his/her District.
- g) Who will help in assisting state project coordinator in ensuring organizational policies at his/her District level.
- h) Who will send the information received by him/her junior manager to state project coordinator at his/her District level.
- i) Who will be providing leadership quality to junior manager & teacher cum Facilitators and also provide direction to all the team at his/her District level.
- j) Who will be preparing and presenting overall reviews of junior manager and teacher cum Facilitators and report this to state project coordinator.
- k) Who will coordinate with block & district level concern authorities.
- l) Who will take weekly reviews (meeting)of project and update to the state project coordinator.
- m) Who will help in ensuring health, safety, and security of junior manager and teacher cum Facilitators at his/her District level.
- n) Who will help in taking disciplinary action junior manager when necessary at his/her District level only after discussing with state project coordinator.
- o) Who will help in Motivating and ensuring a focus on the mission of project shiksha with state project coordinator at his/her District level.
- p) Who will help in completing tasks assigned by the state project coordinator accurately and efficiently at his/her District level.
- q) Who will reside at Patna office permanently till 12 month with state project coordinator.
- r) Who will provide all the essential details of his/her district for better processing of project shiksha .

JUNIOR MANAGER' MEANS A CANDIDATE-

- a) Who will help in Ensuring organizational policies at his/her Block level.
- b) Who will work as a volunteer of the organization.
- c) Who will help in collecting donation from Teacher cum Facilitators and M.T.S at his/her Block level.
- d) Who will help in engaging, training and developing new volunteer at his/her Block level.
- e) Who will help in Resolving issues raised by Teacher cum Facilitators and M.T.S till their overall satisfaction at his/her Block level.
- f) Who will help in assisting senior manager in ensuring organizational policies at his/her block level.
- g) Who will send the information received by him/her through Teacher cum Facilitators and M.T.S to senior manager at his/her Block level.
- h) Who will be providing leadership quality to Teacher cum Facilitators and M.T.S and also provide direction to all the team at his/her Block level.
- i) Who will be preparing and presenting overall reviews of Teacher cum Facilitators and M.T.S and also provide direction to Teacher cum Facilitators and M.T.S at his/her Block level.
- j) Who will work closely with the Teacher cum Facilitators and M.T.S also help M.T.S staff in maintain store and ration at his/her Block level office.
- k) Who will help in Assisting students and his/her parents as well as other candidate whenever necessary at his/her Block level and discuss the same with senior manager with immediate.
- l) Who will help in organizing Teacher cum Facilitators and M.T.S schedule at his/her Block level.
- m) Who will help in ensuring health, safety, and security of Teacher cum Facilitators and M.T.S at his/her Block level.
- n) Who will help in taking disciplinary action Teacher cum Facilitators and M.T.S when necessary at his/her Block level only after discussing with senior manager.
- o) Who will help in Motivating and ensuring a focus on the mission of project shiksha with Teacher cum Facilitators and M.T.S at his/her Block level.
- p) Who will help in completing tasks assigned by the senior manager accurately and efficiently at his/her Block level.
- q) Who will help in maintaining record and accounts of his/her block at his/her Block level.

'TEACHER CUM FACILITATOR' MEANS A CANDIDATE-

- A. Who will clear all the exams conducted by the organization.
- B. Who will work as a volunteer of the organization.
- C. Who will assist junior manager to set up classroom at village level.
- D. Who will help junior manager in collecting donation from the people of the village where he/she will be deputed as a Teacher cum Facilitator.
- E. Who will teach at the village level.
- F. Who will help the organization in organizing parents teachers meeting at village level.
- G. Who will effectively maintain records related to his/her classroom and the assignment allotted to him/her during the course of the engagement.
- H. Who will help the organization in maintaining Discipline in classroom at village level.
- I. Who will help the organization in maintaining classroom environment at village level.
- J. Who will help the organization in any emergency with any child at his/her classroom at village level.
- K. Who will help the organization to organize Assembly at his/her classroom at village level.
- L. Who will help the organization to take Attendance at his/her classroom at village level.
- M. Who will help the organization to Organizing Functions, Special days/activities and Competitions at his/her classroom at village level.
- N. Who will help the organization by ensuring the Participation of students in Competitions at his/her classroom at village level.
- O. Who will help the organization in Documentation (maintaining student records, registers etc) at his/her classroom at village level.
- P. Who will help the organization to Requisition for teaching / consumable material, resource material and teaching aids /equipments for purchase / use at his/her classroom at village level.
- Q. Who will help the organization to Substitution duties and other special duties allotted to him/her at village level.
- R. Who will help the organization to collect peoples view at his/her village level.
- S. Who will help the organization to preparing new idea and wisdom to him/her at village level.

M.T.S CUM CARETAKER MEANS ACANDIDTAE-

- a) Who will cook food at the block level.

- b) Who will have knowledge of cleaning, sweeping, dusting & shifting of furniture etc.
- c) Who will work as a volunteer of the organization.
- d) Who will maintain daily visitors dairy entry at block level.
- e) Who will maintain records of letters and other dispatched & delivers posts at block office.
- f) Who will look after management of office at bock level.
- g) Who will have knowledge of carrying of files and other paper within the office at block level.
- h) Who will have knowledge of doing photocopy, making sets of that ,stapling & spiral binding at block office level.
- i) Who will do other non-clerical work at block office level.
- j) Who will deliver dak inside and outside of office at block level.
- k) Who will do watch and ward duties at block level office.
- l) Who will have knowledge of opening and closing rooms, window, and machineries etc at block office level.
- m) Who will work related to his/her ITI qualification if exists like electric, plumbing etc. at block office level.
- n) Who will have knowledge of driving of vehicle,
- o) Who will upkeep of open area including parks, lawan, potted plants etc, within the premises of the office at block level.
- p) Who will having some knowledge of Book shelving, lebeling and rubber stamping on books at block office level.
- q) Who will have knowledge of look after of water supply at block office level.
- r) Who will have knowledge of look after the visitors and attend them at block office level.
- s) Who will attend medical officer at block office including in case of any emergency of students at village centers.

JURISDICTION

To reduce cases against organization we have made a committee to resolve legally, if something breached from organizational side or the organization committed any wrong against anyone can contact to the organization. In the case of any dispute between candidate and Foundation, the legal jurisdiction will be considered in the territory of Delhi.

PRIVACY POLICY

1. G3S Foundation Information Gathering
 - G3S Foundation Gathers information from the volunteers, government agencies and several NGO'S, for example when the volunteers, government agencies and several NGO'S:
 - Makes a donation
 - give consent for a campaign
 - Becomes a Partner
 - Subscribe us to stay updated
 - Accept Membership of G3S Foundation.
2. While forwarding a donation to G3S Foundation the well-wishers have to submit some personal information as it would help us in Payment processing the details of Donor required is
 - PAN Card of Donor if it exceeds from 2000 Rs.
 - Any other data as required
3. G3S Foundation does not collect or record any personal information of volunteers and donor unless he/she chooses to provide it.

**G3S FOUNDATION USES THE PERSONAL INFORMATION
GIVEN TO IT IN THE FOLLOWING WAYS:**

- General browsing of G3S Foundation website is anonymous and it does not register the user's personal information except the time, date and place of visits and the name of internet service provider. This data is used only for statistics and diagnosis.
- By signing up for various services offered by G3S Foundation, the user explicitly authorizes us to collect information based on the user's usage.
- The information is used to help provide a better experience to the user and is used as per the user's specified instructions.
- G3S Foundation keeps the user information strictly confidential and this information is secured safely. All relevant information collected through G3S Foundation website is handled and used by internal and authorized officials only. It is never shared with any external agencies or third-party individuals.
- To keep an accurate record of all the donations received.

- To update Subscriber about its activities and Projects through newsletters, Videos and other with an option of not to subscribe for the same.
- To make sure the Subscriber is receiving the most authentic and relevant information.
- To find out more about the Issues and its solution from the people who are visiting the G3S Foundation website, donating, or joining its Foundation
- Usually, G3S Foundation does not store Subscriber data. In case of specific sign-ups, the data is stored as per user request. The Subscriber can opt to delete all the information he/she has provided by simply requesting such by email to its official email address. All information, without exception, will be deleted in seven working days. Privacy of e-mail lists Individuals who join G3S Foundation's mailing lists via its website or through its campaigning engagements are added to its email database.
- G3S Foundation does not sell, rent, loan, trade, or lease the addresses to anyone.

COOKIE POLICY

- A. Cookies are pieces of electronic information which will be sent by G3S Foundation when a user visits the website. These will be placed in the hard disk of the user's computer and enable G3S Foundation to recognize the user when he/she visits the website again.
- B. The user can configure his/her browser so that it responds to cookies the way he/she deems fit. For example, you make want with the social media buttons, G3S Foundation cannot prevent these sites, or external domains, from collecting information on the user's consumption of the content embedded on its site.
- C. The G3S Foundation website contains links to other websites for the benefit of its visitors. This Privacy Policy does not apply to such other websites.
- D. G3S Foundation is not expressly or impliedly responsible for, or liable to any loss or damage caused to a user by the collection, use and retention of Personal Information by such website in any manner whatsoever. It is important that the users review the privacy policies of all websites they visit before disclosing any information to such websites.

CHANGES TO PRIVACY POLICY

- a) when the need arises, G3S Foundation may alter its privacy policy in accordance with the latest technology and trends. It will provide you with

timely notice of these changes. The users may reach out to G3S Foundation if they have any queries about any changes made to its practices.

- b) If you have any questions at all about G3S Foundation's privacy policy, please write to us at: g3sfoundation@gmail.com.

REFUND AND CANCELLATION POLICY

- I. Welcome to this website of G3S FOUNDATION. We made our policy on refund and cancellation of donations received for the social cause on payment gateway as under: -
- II. No refund/cancellation for the donated amount by any donor will not be entertained, the online donations through the online payment gateway.
- III. No cash or refund of money will be allowed.
- IV. If any in-kind support received by the donor from anywhere the material will be reached to the poorest of the poorer communities.
- V. Once received the donation for a cause will not be refunded to the donor. No cancellation to be made. The donation will be used for the community development, children education or women's empowerment.

TERMS AND CONDITIONS FOR USING WEBSITE

- a) By using this website you are accepting the terms and conditions.
- b) They are effective from your first visit.
- c) Use of this site is provided by G3S FOUNDATION subject to the following Terms and Conditions:
- d) G3S FOUNDATION reserves the rights to change these terms and conditions at any time by posting changes online. Your continued use of this site after changes are posted constitutes your acceptance of this agreement as modified. You agree to use this site only for lawful purposes, and in a manner, which does not infringe the rights, or restrict, or inhibit the use and enjoyment of the site by any third party.
- e) This site and the information, names, images, pictures, logos regarding or relating to G3S FOUNDATION are provided "as is" without any representation or endorsement made and without warranty of any kind whether express or implied.
- f) In no event G3S FOUNDATION will be liable for any damages including, without limitation, indirect or consequential damages, or any damages whatsoever arising from the use or in connection with such use or loss of use of the site, whether in contract or in negligence. G3S FOUNDATION does

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- h) All rights are reserved on these documents and permission to copy them must be requested from the copyright owners (the sources are indicated within these documents/photographs).
- i) G3S FOUNDATION takes no responsibility for the content of external Internet sites. Other websites that we link to are owned and operated by third parties and G3S FOUNDATION has no control over them. The fact that we include links to other websites does not mean that G3S FOUNDATION approves of or endorses any other third-party website or the content of that website. We accept no liability for any statements, information, products or services that are published on or are accessible through any websites owned or operated by third parties. Any communication or material that you transmit to, or post on, any public area of the site including any data, questions, comments, suggestions, or the like, is, and will be treated as, non confidential and nonproprietary information.
- j) If there is any conflict between these terms and conditions and rules and/or specific terms of use appearing on this site relating to specific material then the latter shall prevail. These terms and conditions shall be governed and construed in accordance with the laws of India, in case of any conflict between the user and the G3S Foundation, the jurisdiction shall be DELHI.
- k) If these terms and conditions are not accepted in full, the use of this site must be terminated immediately. G3S FOUNDATION works for Social

Welfare Service and is registered at Khasra No: 600-601, Nehru Enclave
Near - Mini Stadium, Alipur Delhi - 110036.

ORGANIZATION'S DECISION TO BE FINAL:

The decision of the organization in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it under Society Registration Act 1860. Organization also reserves right to alter and modify time and conditions laid down in the notification for conducting the various stages up to acceptance, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Organization at any stage.

Anil Kumar (Secretary)
G3S Foundation

