



EXPRESSION OF INTEREST FOR HIRING OF HUMAN RESOURCE RECRUITMENT AGENCY/ FIRM

Background and Scope of Services

Development Management Institute (DMI) was set up in February 2014, pursuant to a desire of the Government of Bihar to establish a High Performing Knowledge Institution (HPKI) of global repute. DMI is a values-and-mission-driven organisation. Apart from conducting the PG Programme in Development Management approved by the All India Council for Technical Education (AICTE), the Institute is engaged in several other academic programmes and activities, such as Competencies Enhancement Programmes, Action Research, etc.

The Institute is currently functioning from its transit campus at Udyog Bhawan, East Gandhi Maidan, Patna - 800004, and is equipped with state-of-the-art facilities unique to any world-class educational institution.

The Institute needs well-qualified and experienced professionals with excellent competencies and absolute integrity, **below 45 years of age (i.e. born on or after 1st February 1978)**, for appointment to the staff and managerial positions. The staff appointment will correspond to pay-matrix of 7th Pay Commission in the pay band of ₹5,300 - ₹20,200 + ₹2,400 or ₹9,300 - ₹34,800 + ₹4,200 depending on qualifications and relevance of experience. The managerial position will correspond to pay band 9300-34800+4200 or 15400-39000+5400 depending on relevant qualification and experience.

#	Position	Total No. of Positions
1	Manager-Academic Program	1
2	Programme Assistant for PGP	2
3	Programme Assistant for CEP	1
4	Accountant	1
5	IT-Enabled Services (ITeS) Assistant	3
6	Library Assistant	1
7	Secretary	4

In addition to basic pay and DA, employees of DMI receive other benefits as per the HR Manual



of the Institute.

A brief description of the responsibilities of the positions and the corresponding requirements of educational qualifications and professional experience are given in the following table:

Sl. No.	Position	Brief Description of Responsibilities	Qualification	Minimum Full-Time Post-Qualification Experience
1	Accountant	Should be in a position to render effective support in respect of finance and accounts-related matters, including maintenance of accounts, preparation of financial planning and accounting reports at short notice, liaison with banks, CA firms, Govt. depts., etc.	Graduation in Commerce/ Finance , with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position.
2	Programme Assistant for PGP	Should be in a position to provide total support relating to the conduct of the PDM, including assistance for preparation, organization and distribution of courseware, maintenance and management of programme files and records, such as participants' performance records, attendance, leave, preparation of draft schedules for interactive and experiential learning modules, supervision and support for allotment and maintenance of all venues and facilities for the conduct of PDM, effective administrative support for admissions, placement, examinations, evaluation, grading, convocation, academic events, etc.	Graduation in any stream from a reputed institution with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position. (Candidates with experience in academic institutions will be preferred)



Sl. No.	Position	Brief Description of Responsibilities	Qualification			Minimum Full-Time Post-Qualification Experience
3	Programme Assistant for CEP	Should be in a position to provide total support for the conduct of Competency Enhancement Programs (CEP), including assistance for preparation, organization and distribution of courseware, maintenance of programme files and records, preparation of draft schedules for interactive and field learning modules, supervision and support for allotment and maintenance of all venues and facilities for the conduct of CEPs, effective administrative support for liaison with sponsors, maintenance of relevant records, etc.	Post-Graduate/ Graduate preferably in Business Administration from reputed institution, with a very high level of proficiency in the use of different application software packages.			3-5 years of relevant experience in or an equivalent academic set-up or business organization.
4	IT-Enabled Services (ITeS) Assistant	Should be capable of independently handling the IT infrastructure of the Institute, comprising PCs, laptops, peripherals, networks, associated hardware and software, audio-visual aids, etc. for near 100% uptime, coordination with the website maintenance agency of the Institute, maintenance of systematic real-time information on all hardware and software, and all other tasks related to ITeS.	Educational Qualification (Essential)	Position	Educational Qualification (Desirable)	3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position.
			Graduation in Computer Science/ Computer Applications from a reputed institution, with a very high level of proficiency in the use of different application software packages.	Web Developer	<ul style="list-style-type: none"> Proficiency in CSS, Javascript, HTML, NodeJS, PHP Database Management MySQL, SQL Server API-Development & Integration across various platform Adhering to web standards, Opensource, security of the website Working experience on cloud & web hosting is an advantages 	



				Hardware	<ul style="list-style-type: none">• Working experience on maintaining CISCO networks, LAN, Extended LAN, Hardware & software, accessories• Maintenance and troubleshooting of PCs, Laptops, Projectors, Printers, CCTV and accessories• Maintenance and troubleshooting of systems real time information on hardware and software• Networking certification in CCNA, MSCE/RHCE would be an advantage	
				MIS	<ul style="list-style-type: none">• Experience in MIS Process documentation and report preparations• Working experience in Database management in MySQL, SQL• Advanced Microsoft, Excel, Power point• Work experience on ERP platform like Oracle, SAP etc.	



Sl. No.	Position	Brief Description of Responsibilities	Qualification	Minimum Full-Time Post-Qualification Experience
5	Library Assistant	Should be able to support in all matters relating to General Administration, comprising Human Resources Management, Facilities Management in coordination with the maintenance agencies and staff, maintenance of all documents and records, etc. Ability to draft communications effectively and correspond independently is absolutely necessary. Familiarity with relevant statutes and ability to coordinate with legal advisors, judicial bodies, Govt. departments, including local bodies are essential.	Graduation from a reputed institution in Library and Information Science with a very high level of proficiency in the use of different application software packages for Library Management.	3-5 years of relevant experience in library of reputed organizations/ institutions in a responsible position.
6	Secretary	Should be able to support in all matters relating to General Administration, comprising Human Resources Management, Facilities Management in coordination with the maintenance agencies and staff, maintenance of all documents and records, etc. Ability to draft communications effectively and correspond independently is absolutely necessary. Familiarity with relevant statutes and ability to coordinate with legal advisors, judicial bodies, Govt. departments, including local bodies are essential.	Post-Graduation in any subject, with a very high level of proficiency in the use of different application software packages.	3-5 years of relevant experience in reputed organizations/ institutions/ firms in a responsible position.



Sl. No.	Position	Brief Description of Responsibilities	Qualification	Minimum Full-Time Post-Qualification Experience
7	Manager Academic Program	Should be able to support various academic programmes of the institute including planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action ,communicating with stakeholders, ensuring that deliverables align with program outcome.	Post- Graduation in Business Administration with a very high level of proficiency in the use of different application software packages.	5-10 years of relevant experience in academic institutions and /or industry in a responsible position. (Candidates with experience in academic institutions will be preferred)

In addition to the above, candidates for all the above positions should possess excellent oral and written communication skills, and a good command of the English and Hindi language.

A mere fulfilling of the eligibility criteria does not ensure appointment to the position applied for. Everything else being equal, candidates with demonstrated expertise and experience in reputed academic institutions in related areas will be preferred. The institute reserves right not to fill up the vacancies if suitable candidates are not available.



In pursuance to the above, the DMI will advertise the positions in the leading Newspapers and publish the same at his website www.dmi.ac.in with number of staff, their respective reservation categories, job description of the advertised positions and for other references. DMI now, intends to hire a highly competent Human Resource Recruitment Agency to complete **the above defined** recruitment processes (to be completed within a stipulated period of 90 days since the date of award of the contract). The scope of the work is:

- Inviting applications
- Screening and shortlisting of the applications as per the criteria published in the advertisement
- Publication of provisional list of short listed candidates in DMIs website.
- Sending admit cards and inviting shortlisted candidate to appear in the written examination at fixed and suitable venues under the supervision of DMI
- Preparing question papers for the written test as per the guidelines provided DMI
- Organizing written exams (free from any sort of malpractices) as per the provisions of spelled out by DMI
- Enlisting short listed candidates based on the written test and its submission to DMI.
- Sending communication to the shortlisted candidates to appear for the interview
- Organizing interviews with panel members decided by DMI
- Enlisting the selected as well as wait listed candidates based on the result shared by the interview panels

Recruitment of the staff at DMI follows the reservation rules of the Bihar Government and also comes under the purview of Right to Information Act (RTI) - 2005. The Service Provider for the recruitment would be bound/ liable to answer all the questions related to the recruitment that comes to DMI under the Act.

Criteria for Selection of the Agency

The DMI, hereby, invites reputed HR Agencies/ Firm to indicate their interest and capabilities in providing the services. Interested agencies must provide the following information and self-attested document, substantiating that they are qualified to perform the services

1. Cover Letter indicating name of the agency/ firm, its contact details and address, its legal status, quality accreditation/ certificate along with copy of supporting documents
2. A copy of Registration proof , Partnership Deed/ Articles and Memorandum of Association as applicable
3. Copy of the PAN Card
4. PF Registration No. and proof thereof
5. ESI Registration No. and proof thereof
6. GST Registration No.



7. Details of Registration with the Labour Commissioner (optional)
8. An affidavit (on Non-Judicial stamp paper of ₹ 100/-) with regard to not blacklisted/ de-registered/ debarred by any government department/ public sector undertaking/ private sector/ or any other organization for which the Agency/ Firm have executed/ undertaken the works/ services during the last three years.
9. The Intended agency/firm should have similar experience of five years or above (excluding current financial year).
10. The Intended agency/firm should have provided similar service to at least three or more clients in the last five years. Experience with administering the recruitment process in Government organization or Government Supported Organization is desirable.
11. The Intended Agency/ Firm should have Annual Average Turnover of ₹ 50 lakh or more in the last three financial years. Audited financial statements of the last three years, (certified by Chartered Accountant) should be attached.
12. Financial proposal for carrying out the recruitment process , inclusive of all expenses should be enclosed

DMI will consider various features like professional standing of the agency/ firm, as evidenced by its date of inception, structure, governance, record of past service to institutions/ organizations similar to DMI, financial soundness of the firm, quality and availability of human resources as evidenced by their professional certification and past record, before award of the contract.

Other Conditions

1. The agency/ firm shall not engage the services of any sub-contractor or third party or transfer the contract to any other person/ agency/ firm/ party.
2. The Human Resources engaged for the performance of conducting the activities related to the recruitment process must have adequate competencies to discharge their duties diligently with absolute integrity.
3. The agency shall be fully responsible for and accountable to DMI for the services entrusted to them under the contract, including any act of commission and/or omission on the part of the staff/workers deployed by them.
4. DMI reserves the right to reject any or all proposals received in response to this RFQ without assigning any reason and to negotiate with any other agency/ firm in any manner deemed fit in the best interest of DMI.



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This EOI does not entail any commitment on the part of DMI, either financial or otherwise. DMI reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds. The Service Provider will be selected according to the procedures set forth in the Finance and Accounts Manual of the Institute.

Rajesh Kumar, Manager Admin, Contact No +91 7091496210 will be the contact person from the side of the DMI to contact in case of need.

The Expression of Interest and accompanying documents must be received not later than 1500 Hours of **20th March 2023** and be forwarded/ submitted in one sealed envelope superscripted as “EOI for Human Resource Recruitment”:

To

Manager Administration

Development Management Institute (DMI)

Second Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004



Annexure -1: The Relevant Portion of the Human Resource Manual (HR Manual) of the DMI

STAFF APPOINTMENTS

2.1 STAFF APPOINTMENTS

- 2.1.1 All Staff appointments shall be made by the Institute as per procedures for recruitment and selection laid down by the Institute from time to time. However, persons with proven administrative skills and experience and possessing credentials relevant to a premier academic institution may be invited by the Director on her/his own or on the advice of the Chairman of the Board to join DMI on such terms and conditions as may be decided by the Director in consonance with the Human Resource Manual of the Institute.
- 2.1.2 Staff members of the Institute shall engage themselves in proactively extending their wholehearted support to Faculty in teaching, training, research and consulting activities, as well as various other academic, administrative and supporting activities undertaken by the Faculty such as seminars, workshops, symposia, etc. In addition, they will also extend their support to students of various teaching programmes of the Institute and participants of Competency Enhancement Programmes conducted by the Institute from time to time. The Staff of DMI shall, at all times, uphold the image of DMI and demonstrate utmost discipline and concern for the development of the Institute. They shall refrain from indulging in acts of misconduct, corruption, groupism, etc. which are contrary to the values of DMI.
- 2.1.3 The eligibility criteria in respect of education and experience for different categories of Staff shall be as follows:
- 2.1.3.3 An Assistant (Level 2) should possess an under-graduate/ Post-Graduate degree or equivalent qualification with at least 55% marks or equivalent grade from a premier institution in any discipline, and should have worked for at least three years in a reputed educational institution or comparable business undertaking. In addition, s/he should have excellent English and Hindi communication skills, and be proficient in the use of ICT for decision-making process.
- 2.1.3.4 An Assistant (Level 1) should possess an under-graduate / Post-Graduate degree or equivalent qualification with at least 55% marks or equivalent grade from a premier institution in any discipline, and should have worked for at least seven years at the level of a Junior Assistant/ Assistant (Level 2) in a reputed educational institution or comparable business undertaking. In addition, s/he should have excellent English & Hindi communication skills, and be proficient in the use of ICT for decision-making process.



2.1.3.5 A mere fulfilling of the eligibility criteria does not ensure appointment to the position applied for. Everything else being equal, candidates with demonstrated expertise and experience in reputed academic institutions in related areas will be preferred.

2.2.4. The selection and recruitment of Staff shall be made on a competitive basis, and without prejudice to caste, community, religion, race, religion, gender or any different ability not inconsistent with the requirements of the position.

2.2.5 The recruitment of Staff of the Institute shall be carried out through a process of selection based on advertisements, or assessment of potential candidates identified by the Chairman, Director or any senior Faculty member through her/ his professional networks.

2.2.6 In the case of Staff to be selected through open selection, advertisements will be released in major media and the website of the Institute. The advertisement will spell out the major areas of Staff requirement, the approximate number of positions likely to be filled, requirement of educational qualifications and experience, and the closing date for receipt of applications. The Institute may decide to have the applications only online or both online and by hard copy. A statement listing the applicants' educational attainments and relevant experiences will be prepared within ten days of the closing date and the list of candidates eligible for consideration will be notified on the website of the Institute. The notification will also spell out the dates set for the selection process of such shortlisted candidates.

2.2.7 The Process for Selection of Staff will normally consist of:

- (i) A Written Test (WT), either paper-based or computer-based, to assess the candidates' analytical and communication skills, their technical knowledge and their proficiency in the use of ICT in the relevant areas (such as Finance/Accounts, HRM, Engineering and Maintenance, Materials Management, Logistics, Administration, etc.); followed by
- (ii) A Personal Interview by a Panel of Experts.

The WT will last for about an hour and will consist of a mix of MCQs, questions asking for descriptive or narrative answers, and involving computations.

The Panel of Experts for conducting the personal interview will consist of at least three experts, of whom one will be a Faculty of DMI at the level of a Professor or above, and one a good Development/ Management professional. The Director of



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the Institute will constitute the Panel of Experts from time to time in consultation with the Dean(s).

The Panel of Experts will present its recommendations to the Director, based on the candidate's performance in the WT and the personal interview, and with due consideration to candidates' educational background and experience.

The Director, or the Appointing Authority nominated by the Director as per the Delegation of Powers, will make all offers of appointment for Staff Positions on the basis of the recommendations of the Panel of Experts in consultation with the Dean, and after satisfying herself/ himself fully about the suitability of the candidate recommended by the Panel on the basis of further verification with the references provided by the candidate and/ or her/ his own independent enquiry.