

Subject – Requirement of 1) Admin Consultant, and 2) Housekeeping & Mess Consultant

1 message

Director SCERT BIHAR <directorscertbihar@gmail.com>

14 July 2023 at 17:45

To: ihmbodhgaya@gmail.com

Sir,

State Council of Educational Research and Training Bihar, is a prominent educational institution in the state of Bihar, India. It serves as the apex body responsible for designing and implementing various state educational policies, programs, and initiatives. SCERT Bihar plays a vital role in enhancing the quality of school education, curriculum development, teacher training, and educational research. It strives to promote inclusive and holistic learning experiences for students and facilitate the professional development of teachers through Government Teachers' Education Institutions (TEIs).

There is a requirement to hire qualified human resources as Administrative Consultants and Housekeeping & Mess Consultants in these institutions in order to improve the conduct of regular residential training of teachers to enhance teachers' capacity to ensure learning outcome-based improvement in students.

We are reaching out to your institution based on positive feedback from BIPARD, Gava/Patna pertaining to the pool of qualified students/alumni who may be interested in the job roles described below.

We require Administrative Consultant and Housekeeping and Mess Consultants for SCERT, Mahendru and 66 Government Teacher Education Colleges across several districts in Bihar.

Detail requirements of the positions are as follows:

Designation	Estimated No.	Qualification & experience	Roles & Responsibilities
Admin Consultant	67	B.Sc. (HHA) and at least 1 year of experience in a reputed organization	<ul style="list-style-type: none">• Provide support to the course coordinator in the smooth operation of the course• Preparation of the weekly timetable for the course• Day to day Coordination and communication with office Trainees• Coordination for the planned outdoor activities and out-of-station visits• Any other responsibility is given by SCERT from time to time
Housekeeping & Mess Consultant	67	B.Sc. (HHA) or 1 year Diploma in Housekeeping and at least 1 year of experience in a reputed organization	<ul style="list-style-type: none">• Consultant shall address and coordinate to resolve any housekeeping and food-related problems• Shall address the Trainee's hostel facilities-related concerns• Any other responsibility is given by SCERT from time to time

Kindly, bring to the notice of interested students through your official website, notice board, social media, etc. and provide SCERT the list of such persons and their contact number to the below email-id in 7 days' time, so that we may call them for a short screening and for further process.

The monthly package of each of the positions is 35000/-

Contact details of liaison person from SCERT

Email id- scerttrainingpatna@gmail.com

Name- Sri Ramesh Chandra

Designation- OSD to Director SCERT

Contact- 9430203718

Thanks

*Director,
SCERT, Bihar,
Patna-800006.*