



महाराष्ट्र शासन

राज्य सामाईक प्रवेश परीक्षा कक्ष, महाराष्ट्र राज्य, मुंबई

८ वा मजला, न्यु एक्सेलसिअर इमारत, ए. के. नायक मार्ग, फोर्ट, मुंबई ४००००१

ई-मेल : maharashtra.cetcell@gmail.com

वेबसाईट : www.mahacet.org

दुरध्वनी क्र. 022-22016157/59

STATECETCELL/EOI/ DISTRICT CO-ORDINATORS/ 1900

31ST DECEMBER 2018

Expression of Interest: District Co-ordinators

PART A

Sr. No.	Duties of the District Co-ordinator for CET
1	Co-ordinate enquires about CET & Admission Process
2	Keep liaison with Maha On Line Centers in the District
3	To co-ordinate with District Committee under Collector, CEO & Education Officer
4	To coordinate and supervise the document Uploading and verification Process being conducted at Maha On Line Centers.
5	To solve/address the students' Grievance at the District level
6	To seek help from the Command Centre via Video Conferencing in case of difficult problem of the Candidates.
7	To attend the District level Meeting as a representative of CET CELL and keep liaison between various agencies.

PART:- B-

1	Co-ordinate enquires about CAP & Admission Process
2	To monitor the process of Registration of CAP in the District
3	To support and monitor process of Candidate's document uploading during CAP process
4	To support and Monitor candidate document verification process in pre CAP process.
5	To Support and Monitor process of document authentication during CAP

- **Duration of Work:-**

From January 2019 to June 2019
June 2019 to October 2019

- **Working Hours:-**

From 10 A.M. to 6.00 P.M.

- **Place of Work:-**

Office of the Education Officer (Secondary/Higher Secondary) At District place.

- No of Districts: 36
- No of persons per district:- One Minimum Maximum Two
- Rates to be quoted by the Agency:- Both i) Monthly and ii) Consolidated. For PART A first. The Proposal for Part B will be sought separately.
- The person appointed will have to use own laptop, internet and should have web cam facility for video conference.
- The person should have understanding of the process of CET and Admission and should have matured problem solving capacity, skill of multi- tasking.
- Sealed Offers should be submitted to the Undersigned on or before 7 January 2019

14/3/12
COMMISSIONER & COMPETENT AUTHORITY
STATE CET CELL, Maharashtra Mumbai.