



Ref No.: MCED/Advt./Prog. Org./2019-20/

Date: 08.05.2019

**APPLICATION FOR EMPANELMENT OF
PROGRAMME ORGANIZERS ON CONTRACT BASIS**

Maharashtra Centre for Entrepreneurship Development (MCED) is an autonomous society working under the Directorate of Industries, Government of Maharashtra. MCED is governed by Governing Council headed by Hon Development Commissioner (I) Maharashtra State and Executive Committee headed by Managing Director, MSSIDC Mumbai. MCED is working in the field of Entrepreneurship Development since 1988 and have trained about 14 lakh participants in last 30 years. MCED has 37 accredited Motivator trainers. Head office of MCED is located in Aurangabad (Maharashtra), with eight regional offices, nine resources centers and Dist office all over the Maharashtra state.

Eligible candidates, who aspire to join MCED as a Programme Organizer, are required to register on-line for the empanelment process. The empanelment process will be carried out through interview process. Candidates who are shortlisted after scrutinizing documents will be called for interview. The prospective candidates can apply after carefully reading the advertisement regarding the process of interview, eligibility criteria, online registration processes, payment of prescribed empanelment charges, and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

The tentative schedule of events is as follows:

Last date of online application submission	: 14.05.2019
Finalization of eligible candidates list for interviews	: 15.05.2019
Date of Interviews	: 16.05.2019 to 03.06.2019
Selection list Preparation	: Next day of Interviews
Display of list	: Next day of Interviews
Date of empanelment	: 18.05.2019 onwards

Candidates are advised to regularly keep in touch with the authorized MCED portal www.mced.in for details and updates.

A. Essential Academic Qualifications: (as on 30.04.2019): Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Applicants called for interview, will have to produce proof of having passed the graduation examination on or before 30.04.2019.

B. Age Limit: (As on 15.05.2019): Not below 21 years and not above 45 years as on 15.05.2019.

- C. Experience:** Candidates having experience in training field will be given preference in final selection.
- D. Selection Procedure:** The selection for programme organizers will be done through interview process carried out by concern regional office of the institute. Eligible candidates will be called for interview by email and SMS alert.
- E. Interview Centers:** Interviews of candidates will be carried out eight regional centres namely, Aurangabad, Nanded, Nashik, Mumbai, Pune, Kolhapur, Amravati and Nagpur.
- F. Remuneration Charges to Programme Organizers:** Programme based remuneration charges will be paid to programme organizers as per MCED norms.
- G. Organizer Training Programme & Signing of Agreement:** Selected candidates are required to pay prescribed empanelment charges of Rs. 500/- and have to undergo Organizer Training Programme of one week organized by concern Regional Office. Empanelled programme organizers shall sign agreement for 179 days.
- H. Role and Responsibilities of Programme Organizer:** The role of the Programme organizers encompasses many activities including:
- **Pre-Training:** Promotion of programmes and dissemination of information to prospective participants. Programme uploading on portal, faculty planning, selection of participants, etc. To follow the guidelines of sponsoring agencies communicated by Head Office strictly
 - **Training:** To organize training programme as per schedule, faculty arrangement, confirmation & introduction, venue arrangement, training equipments, training material, attendance of participants, documentations of programme, feedback of participants, etc.
 - **Post Training:** Preparation of programme report, follow-up/success stories, submission of service charges bill & programme misc. expenses bill, etc.
- I. How to Apply:** Candidates can apply online only from 09.05.2019 to 14.05.2019. No other mode of application will be accepted. Candidates will be required to register themselves online through MCED portal www.mced.in. For helpdesk assistance please write us on mced2019.20@gmail.com.
- J. Documents for applying online:** Candidates are required mentioned following scan documents while applying online.
1. Passport Photo (Latest)
 2. Educational Certificate (Latest Mark sheet)
 3. ID Proof, any one (Adhaar/PAN/Voting Card.)
 4. Signature of applicant.
- K. Announcements:** All further announcements/ details pertaining to this process will be published/ provided only on www.mced.in from time to time. No separate advertisement will be issued in this regard.

L. Disclaimer: In case it is detected at any stage of empanelment that a candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after empanelment, his/ her/ their services are liable to be terminated. Decisions of MCED in all matters regarding eligibility, conduct of selection interview would be final and binding on all candidates. No representation or correspondence will be entertained by the MCED in this regard.

Aurangabad
Date: 08.05.2019

Executive Director
MCED, Aurangabad