

Annexure 1

**MSKILLS/**

22/11/2018

**NOTIFICATION**

**Recruitment; Migration Support Centre Coordinator, Call Centre/Desk Agent  
DDUGKY, State Poverty Eradication Mission, Kudumbashree**

State Poverty Eradication Mission, Kudumbashree is the nodal agency for implementation of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY), a skilling and placement project.

Migration Support Centre (MSCs) at **Thiruvananthapuram** under DDUGKY is primarily a walk-in resource centre for successful trainees of DDU-GKY, displaced from their native in search of better employment prospects. MSCs would offer counselling, access to information, acclimatization support and targeted services to displaced workers. With respect to this, the Migration Support Centre (MSC) staff may render and/or coordinate the services of MSC including;

- Pre-Migration Preparatory Support
- Answer queries of stakeholders including general public, grievance handling of students/alumni.
- Organizing of Post-Placement Counselling.
- Registering migrant alumni and undertaking periodic counselling
- Facilitation of accommodation for students
- Organizing of Job retention and career progression Counselling
- Facilitation for securing utility services
- Provision of inter-department or inter-institution liaison support

The aspirants must be graduates, undergone BPO/CRE/Retail training under DDUGKY. The candidates must be fluent in English and Malayalam. The selection will be for a period of one year. Based on the need of the project and candidate's performance the contract may be renewed.

**1. Migration Support Centre Coordinator Cum Desk Agent**

Will be in-charge of the centre and will also be performing the desk agent responsibilities and other responsibilities with regard to MSC operation.

Must have at least one year of work experience after graduation.

Age: Below 30 Years (**as on 1 November 2018**).

Fixed Remuneration per Month: Rs 14,000/-.

Graduates who have completed DDUGKY BPO/CRE/Retail course may apply

**2. Call Centre/Desk Agent**

Will be primarily responsible for handling inbound and outbound calls and other responsibilities with regard to MSC operation.

Fresh graduates who have completed DDUGKY BPO/CRE/Retail course may apply

Age: Below 28 Years (**as on 1 November 2018**)

Fixed Remuneration per Month: Rs 12,000/-

The candidates have to send the updated resume, copy of degree certificate, copy of Aadhaar card (or any other copy of certificate as a proof of residence, age) and DDUGKY Course Completion Certificate. The application superscribed as '**Recruitment: Migration Support Centre**' shall be sent to;

**District Mission Co-Ordinator**

**Kudumbashree, Dist.Panchayat Building**

**Pattom, Thiruvananthapuram**

The duly filled in application along with other documents specified must reach the District Mission office by **5 December 2018, 5 PM**, via post. The shortlisted candidates will be intimated via post about further selection steps.

Annexure 2

**Application Form**

(Attached PDF)



## Job Application Form, Migration Support Centre (DDUGKY) - 2018

**FILL THE FORM IN CAPITAL LETTERS**

### Personal Information

|                                  |                |  |  |                    |
|----------------------------------|----------------|--|--|--------------------|
| Name of Applicant                |                |  |  | Recent<br>PHOTO    |
| Aadhaar Card No                  |                |  |  |                    |
| <u>Address for Communication</u> | Sex            |  |  | Sign your<br>photo |
|                                  | Age            |  |  |                    |
|                                  | Date of Birth  |  |  |                    |
|                                  | Mobile Number  |  |  |                    |
|                                  | E-Mail Address |  |  |                    |

### Educational Qualification

| Sl No | Qualification       | University/Board | School/College/<br>Institution | Year of<br>Completion | % of Mark                       |
|-------|---------------------|------------------|--------------------------------|-----------------------|---------------------------------|
| 1     | BPO/CRE<br>(DDUGKY) |                  |                                |                       | BPO/CRE<br>Completion<br>Status |
| 2     | Post<br>Graduation  |                  |                                |                       |                                 |
| 3     | Graduation          |                  |                                |                       |                                 |
| 4     | XII                 |                  |                                |                       |                                 |

### Work Experience (Latest First)

| Sl No | Organisation and<br>work place | Designation | Period of Work     |                       |                                     |
|-------|--------------------------------|-------------|--------------------|-----------------------|-------------------------------------|
|       |                                |             | Date of<br>Joining | Date of<br>Separation | Total<br>Experience<br>(year/Month) |
| 1     |                                |             |                    |                       |                                     |
| 2     |                                |             |                    |                       |                                     |
| 3     |                                |             |                    |                       |                                     |
| 4     |                                |             |                    |                       |                                     |
| 5     |                                |             |                    |                       |                                     |

I am hereby confirming that the above information is true, and I understand that if it's found otherwise, in the event of this application leading to employment, is subject to termination.

Place:

Name:

Date: ---/---/-----

Signature:

.....  
For Office Work Only  
.....

The application of the applicant .....(Full Name) is accepted/rejected.

If Rejected, Reason for Rejection:

.....  
.....

This application is vetted by:

DMC

ADMC (Skills)

Signature:.....

Signature:.....

Date: ---/---/-----

Date: ---/---/-----

*[Handwritten Signature]*  
SPM (TE)  
9/11/18

*[Handwritten Signature]*  
21/11/18  
Stribu-NIP  
SPM