



# MAHATMA GANDHI LABOUR INSTITUTE AHMEDABAD

Date: 18<sup>th</sup> Jan 2008

## ADVERTISEMENT FOR RECRUITMENT/TENDER

Mahatma Gandhi Labour Institute, Ahmedabad was established in 1979 by Govt. of Gujarat with the object of research, training and education for welfare of labour and harmonious industrial relations in the state of Gujarat. At present, the Institute is conducting around ten employment oriented study courses. Two more study courses are in the offing. The number of students in these courses is more than 600. The Institute has various infrastructural facilities such as - a 36-room capacity hostel (including VIP rooms), Seminar, Auditorium etc. The Institute has expert and experienced faculty as well as Project Cell for research, evaluation and monitoring various activities. There is going to be a further spurt in the activities of the Institute during 2008-09. **Keeping these facts in mind, the Institute invites applications for various positions from suitable candidates and also tenders for various works as detailed below:**

### Recruitment Advertisement

Sr. No.	Particulars	Pay-Scale	Qualification	Experience/ Requirement
1	Academic Coordinator	As per experience and qualification	<ul style="list-style-type: none"><li>Ph.D. Degree of a recognised Uni. and guided as Ph.D. guide to at-least five students</li><li>NET Pass</li></ul>	Twenty years' experience in research and education, preparing various research projects, research methodology, vast experience of information analysis, experience of evaluation of research project required. Even retired professor having such experience may apply.
2	Professor/ Consultant in Industrial Safety & Health	As per Sr. No.1 above	PG in Engineering Field: Mechanical/Chemical/Electrical/Civil/ Environment	Ten years' experience in Safety & Health with minimum 5 yr. experience of teaching at Graduate Level. Retired Professor may apply.
3	Visiting Faculty (HRM, Retail Marketing, Finance, Economics, Statistics, Labour Laws)	As per norms of the Institute	<ul style="list-style-type: none"><li>Master's Degree in concerned field, NET Pass, Ph.D. preferred.</li><li>Teaching experience at Graduate/PG Level in College</li></ul>	At-least 10 yr. experience of teaching at PG Level in colleges/research institutions. Retired Professor may apply.
4	Professor in Economics & Statistics	As per Sr. No. 1 above	<ul style="list-style-type: none"><li>Ph.D. Degree of a recognised Uni. and guided at-least two students as Ph.D. guide.</li><li>NET pass</li><li>Detailed norms available in the Institute as well as on its website</li></ul>	As per Sr. No.1 above except that the minimum exp. required is 10 yrs.
5	Professor Social Studies (Sociology)	As per Sr. No.1 above	As per Sr. No.4 above	As per Sr. No.4 above.
6	Practising Advocate (for empanelment for cases relating to Labour Court, High Court and Supreme Court)	Proposal be submitted for case-wise fee	LL.M. Degree from a recognised Uni.	Ten years experience as Practising Advocate in the concerned court.
7	Visiting Doctor/ Physician (Part-time)	Will be decided in person	M.D. (Medicine/ Physician)	At-least 5 yr. experience.
8	Deputy Director (Cl.-I) Programme and Publication	(Rs.8000-13500) Depending on qualification and experience subject to a minimum of Rs.19060/- and more	Degree of a recognised University. Diploma/Degree in Journalism/Event Management. MSW preferred.	Seven yr. experience in Govt./Corporate Sector pertaining to seminar, workshop, training programme, publication work etc. Knowledge of computer/Graphics required. Govt. Officers eligible to apply.

9	Translator (English/Gujarati)	On Job Rate	<ul style="list-style-type: none"> <li>▪ Degree/PG Degree with English Subject. Command over English required.</li> <li>▪ Shorthand course preferred</li> <li>▪ English/Gujarati Typing Speed Course preferred</li> </ul>	At-least five yr. experience of translating both in English and Gujarati. Knowledge of working on computer required.
10	Office Assistant for Admn./Accts/Programme/ Research Wing	(Rs.4500-7000) Minimum Rs.10,871/- p.m. and more	<ul style="list-style-type: none"> <li>▪ Degree/PG Degree in any stream.</li> <li>▪ Knowledge of English essential.</li> <li>▪ Knowledge of computer with typing speed most essential.</li> </ul>	At-least 3yr. experience in concerned wing.
11	Electrician-cum-AC Plant Operator	(Rs.3050-4500) Minimum Rs.7,387/- p.m. and more	ITI/Diploma or equivalent Degree (10+2 Pass)	At-least 5 yr. experience of electricity work and AC Plant Operating

The above positions are contract based and all the leaves (except Medical) as per the Government Norms will be applicable.

### TENDER ADVERTISEMENT

Sr. No.	Particulars	Details of Experience
1	Canteen Contract	For canteen contract of the Institute for 2008-09, interested parties may collect the tender forms by paying Rs.200/- during the working hours and return the same duly filled in. The staff of the Institute is 80, students 600 and other visitors around 40-50. <b>Those parties who have worked as Canteen Contractors in the past need not submit the tender.</b>
2	Quotation for Graphics Design and Printing	Flex Banner, Pamphlets, News Magazine, Brochure, Lay-outs of advertisements of various Diploma Courses, Invitation Cards, Research Project Book, Annual Reports, Programme Calendar, Profile of Activities, Training and Diploma Certificates, Visiting Cards, Calendar, Diary, Desk Calendar, Rough Pad, Ledgers for Accts. Branch, Vouchers, Bills, Receipt Books, Files, Letter Pads, Placement Brochure, Envelopes (big/small), Memento Designs etc. Experience of 3 yrs. of Magazine, Memento, Brochure, Lab Design etc. works.
3	Stationery Items	For providing various types of stationery for 2008-09, interested parties may collect the tender forms by paying Rs.100/- during the working hours and return the same duly filled in.
4	Arrangement for accommodating 300 to 500 students - such as Hostel, Flats, Building, Dormatory etc. (for 3 yrs.) in the radius of 1-3 kms. of the Institute.	Monthly/Yearly rent, including information about furniture/beds/water facility. Rates for Tea/Coffee/Snacks/Lunch/Dinner facility etc. may also be intimated, if available.
5	As the documentary about activities of the Institute - both in English and Gujarati is required to be prepared, interested parties may send their rates along with their experience.	

The necessary forms/tenders for the above will be available during the working hours of the Institute up to \_09-02-2008. The last date for submission of the tenders/quotations and also the Application form to the Institute is 16-02-2008 during office hours.

All information, specimen of application form, tender documents, recruitment rules for faculties etc. are available on our website [www.mgliahd.org](http://www.mgliahd.org).

**Director General**

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