

Expression of Interest (EoI)

For

**Appointment of national / international placement agencies for
providing placement and related assistance to Government
Polytechnics of Uttar Pradesh**

Date: 30/05/2018

JOINT ENTRANCE EXAMINATION COUNCIL, U.P., LUCKNOW

(Department of Technical Education, U.P. Govt.)

1, Guru Govind Singh Marg, Bansmandi Chauraha,

Charbagh, Lucknow (UP).

Phone No. 0522-2630678, Mob. 8004901500,

Email: jeecup@yahoo.in

**Notice inviting Expression of Interest (EoI) for appointment of national / international
placement agencies for providing placement and related assistance to Government
Polytechnics of Uttar Pradesh**

Date: 30/05/2018

Joint Entrance Examination Council (JEEC), a unit of Department of Technical Education, U.P. invites EoI from eligible national / international placement agencies for providing placement and related assistance to Government Polytechnics of Uttar Pradesh.

1. The applicant firms will be evaluated based on the Eligibility Criteria, Technical Presentation and credentials.
2. The firms which qualify based on the eligibility criteria, technical presentation and credentials may be invited to submit their technical and financial proposals through a Request for Proposal (RFP) at a later stage as deemed fit by JEEC.

Kindly note that only by fulfilling the eligibility criteria, the allocation of work is not guaranteed.

3. The details regarding eligibility criteria and application procedure have been clearly stated in the EoI document which can be downloaded from the website: <https://jeecup.nic.in>
4. The response to this EoI must be prepared in the prescribed formats and submitted to the undersigned on or before 3:00 pm of 20/06/2018 by hand / through courier / speed post.
5. Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.
6. The EoI should be submitted in a sealed envelope latest by the date and time mentioned above. JEEC is not responsible for any courier / postal delay and reserves the right to cancel all or any of the responses to EoI without assigning any reason thereof.

Sri F. R. Khan,
Secretary,
Joint Entrance Examination Council, UP,
1, Guru Govind Singh Marg, Bansmandi Chauraha,
Charbagh, Lucknow (UP).
Phone No. 0522-2630678, Mob. 8004901500,
Email: jeecup@yahoo.in

Schedule for Invitation of EoI

A	Name of the invitee	Joint Entrance Examination Council (JEEC), Department of Technical Education, Government of U.P.
B	Address from where the EoI can be obtained	Website: https://jeecup.nic.in Address: Secretary, Joint Entrance Examination Council, UP, 1, Guru Govind Singh Marg, Bansmandi Chauraha, Charbagh, Lucknow (UP). Phone No. 0522-2630678, Mob. 8004901500, Email: jeecup@yahoo.in
C	Address where response to EoI has to be submitted	Secretary, Joint Entrance Examination Council, UP, 1, Guru Govind Singh Marg, Bansmandi Chauraha, Charbagh, Lucknow (UP). Phone No. 0522-2630678, Mob. 8004901500, Email: jeecup@yahoo.in
D	Issue of EoI	30/05/2018
E	Time and date of submission of response to EoI	On 20/06/2018 latest by 3:00 pm
F	Opening of EoI	On 22/06/2018 by 11.00 AM in presence of participating applicant who wish to be present.
G	Technical Presentation on Credentials, Plan, Approach & Methodology, presence, benefits to hired candidates etc.	Date, time and venue to be communicated to eligible applicants
H	EoI intended for	National / International Placement Agencies

Section 1 – Introduction

1. Brief background:

Joint Entrance Examination Council is a unit of the Department of Technical Education, U.P. The main responsibility of the Council is to conduct Entrance Examination for the candidates willing to take admission in the Government, Aided and Private Polytechnics providing diplomas in various subjects (courses offered in Government Polytechnics are provided in Annexure-1). The Chairman of JEEC is Principal Secretary/ Secretary, Department of Technical Education, Govt. of U.P. The Director of JEEC is Special Secretary, Department of Technical Education, UP. The Member Secretary is from Department of Technical Education, U.P.

The technical institutions in the State at present focus mainly on imparting the core skills and knowledge to the students studying in the specific branch of Engineering or Technology. This is only a necessary qualification but not sufficient from the point of view of the industry and especially when the students want to go in for self employment. Hence there is a need to provide all round skills to the students to make them more employable and thus meet the manpower needs of the industry. The Central and the State Govt. have put emphasis on skills and personality development of the youth to drive the economic transformation of the country and the state.

Department of Technical Education, Uttar Pradesh has recognized this as a core issue and has entrusted Joint Entrance Examination Council, Uttar Pradesh to set up a Central Placement Cell (CPC) to support local and regional placement cells by identifying skill gaps, preparing courses accordingly and conducting programmes for personality development, imparting knowledge on entrepreneurship development, increasing industry interface, managing centralized database of students as per needs of the recruiters, building systems and processes to create and manage placement cells, build capacities of Training and Placement Officers (TPOs) and mapping continuous gap analysis of core subjects and recommending improvement/development of the curriculum as per industry needs.

2. Terms of reference

Uttar Pradesh has a huge network of 136 govt. polytechnics spread across 75 districts under the administrative control of the Department of Technical Education. The various organizations under the department include:

- Directorate of Technical Education, Kanpur
- Institute of Research, Development and Training, Kanpur
- Joint Entrance Examination Council, Lucknow
- Board of Technical Education, Lucknow

These wings have been created to effectively manage the administration of government polytechnics, Academic improvement, examination for entrance and semester examination for courses in government as well as private institutions at diploma level in the state. However, these wings have limited responsibility for providing placement services to the diploma students of the polytechnics. Hence there is a requirement for creating an institutional mechanism for the owning the systems and processes to facilitate placements, track placement records of students centrally and establish a formal way of information dissemination.

Although the TPOs in the polytechnics are responsible for the placement related activities of the institute, however, their capacity is very limited as they work as individual units and are hardly oriented towards the kind of activity expected from them. Moreover, they do not have sufficient financial resources to leverage the modern technology. Hence, it is imperative that the TPOs are oriented on building and maintaining employer relations, motivating students towards the changing job scenarios, mapping industry expectations and preparing students to meet employer's expectations etc.

The Joint Entrance Examination Council (JEEC) intends to increase the placement rate in the polytechnics up to at least 70%. Towards this, JEEC intends to set up a Central Placement Cell (CPC) and multiple Regional Placement Cells (RPC). The objective of these Cells will be to strengthen the placement cells of each polytechnic and manage the

overall placement ecosystem of the government polytechnics in the state by bringing in expertise on soft skills, personality development & entrepreneurship development and thereby make the students industry ready.

With this background, the JEEC intends to appoint an agency to drive the objective of successfully placing at least 70% students of the government polytechnics in Uttar Pradesh. The agency will have to man the CPC and RPCs to carry out the following core components of the assignment -

1. Manage various activities related to placement of students in the government polytechnics of the state
2. Build strong industry interface by conducting research on skill gaps and give recommendations to improve/ develop curriculum.
3. Build capacities of local placement cells by improving infrastructure and orientation and training of TPOs.
4. Build single framework of operating processes and compliances to monitor placement records of the students and placement opportunities dissemination centrally.

Scope of work:

The primary role and responsibilities of the agency will be as enumerated below. However, the Scope of Work mentioned here is tentative and it is expected that the Agency will suggest any other areas in the Approach and Methodology of their technical proposal to achieve the objective of at least 70% overall placement in the government polytechnics of the state. However the final decision will be taken by the JEEC UP.

- a. Pre-placement activities
 - i. Preparing final year candidates for job interviews by conducting activities such as –
 - Developing curriculum vitae
 - Conducting mock interviews and written exams
 - Conducting soft skills and personality development sessions etc.

This is indicative and it is expected that the agency will give the detailed methodology for the same in the technical proposal. However the final Scope of Work will be decided by the JEEC UP.

- ii. Conducting career counseling of final year candidates
- iii. The agency will have to organize personality development workshops including above mentioned activities such as developing CVs, conducting mock interviews, career counseling etc. of one day duration. Each final year candidate should be provided four such sessions
- iv. The agency will have to organize industrial visits (each final year candidate must have done at least 2 such visits).
- v. The agency will have to arrange internship opportunities for pre-final/ final year candidates – at least 30% students should receive such internship offers.
- vi. The agency will have to establish contact with industries as well as potential & existing employers and take feedback from them for improving the learning experience of the students. The agency will also have to suggest improvement in the curriculum based on the feedback. The agency will also have to create an institutional mechanism for the same.
- vii. The agency will have to take regular feedback from the existing students and alumni so that training module and techniques can be modified. The agency will also have to create an institutional mechanism for the same.
- viii. The agency will have to ensure regular contact with industry as well as create an institutional mechanism for building relationship with the industries, so that the polytechnics are updated with the manpower & skill requirements in the market.
- ix. The agency will have to carry out skill gap analysis between industry requirements and teaching methodology based on the feedback from various stakeholders and subsequently suggest an action plan to address the gap
- x. The agency must suggest advanced tools and modern techniques

b. Placement Activities

- i. The agency will have to liaise with domestic as well as overseas companies and placement agencies to recruit their technical manpower from the students of the government polytechnics in the state. Towards this the agency will have to create a database of companies, recruiters, industrial houses and the diploma Students so that a better relationship can be built up. Communication can be through email, telephone and personal visits.
- ii. Conducting regular placement drives and job fairs (at least two for each polytechnic) for the placement of final year candidates. Midsized job fairs can be held at Regional Placement Cells and Mega job fairs can be held at central or chosen zonal locations.
- iii. Providing linkages to suitable industries/job opportunities to final year candidates through a central MIS platform (to be developed by the Agency) and handling the candidate's requirements/ queries online through the same portal.

c. Post-placement Activities

- i. Conducting post placement tracking through the MIS portal for the placed candidates for a period of 12 months from the date of receiving their diploma.

d. Self Employment Activities

- i. The agency will have to prepare modules on entrepreneurship development suitable for the students of the polytechnics.
- ii. Such modules must include information and access to financing schemes like Mudra, PMEGP, CMEGP, Start Up, Stand Up and other suitable state sponsored self employment schemes.
- iii. The agency will have to identify students willing to go for self employment and support them through the process of preparation of DPR etc and access to finance.
- iv. There must be a minimum number to be guaranteed for self employment.

e. Other activities

- i. The agency will have to create an action plan for capacity building of the Principals and Training & Placement Officers at Institute/ Polytechnic level so that they are able to effectively impart their duties. The action plan must include at least two workshops/ seminars for the Principals and Training & Placement Officers.
- ii. Keeping in view the role and importance of Alumni in the Placement / Infrastructural development of institutions and also for motivation of students, the agency will have to assist in creating/ strengthening an institution wise Alumni association.
- iii. The agency will have to assist JEEC in achieving its objective of placing at least 70% of its students through wage or self employment.

f. Management Information System (MIS)

- i. The Agency will have to develop an MIS portal for communication with various stakeholders, data management and reporting. The MIS will be used for future planning, skill gap analysis, feedback and tracking of students and recruiters.
- ii. The MIS should have the interfaces for the following stakeholders:
 - Student
 - Recruiter
 - Institute Placement Cell (IPC)
 - Regional Placement Cell (RPC)
 - Centralized Placement Cell (CPC)
- iii. The **Student Module** of the MIS should enable the students to register in the portal, search for various openings, apply for posted jobs, upload CVs, register for job fairs, communicate with the respective institutes, etc.
- iv. The **Recruiter Module** of the MIS should enable the potential and existing recruiters to register on the portal, view and search student profiles, act as an interface for setting up interview sessions, communicate with the institutes etc.

- v. The **Institute Placement Cell (IPC) Module** of the MIS should enable respective institutes to modify information at the institute level, schedule interview sessions, manage job fairs/ placement drives, track students post placement, view dashboard with necessary metrics and generate reports etc.
- vi. The **Regional Placement Cell (RPC) Module** of the MIS should enable respective RPCs to modify information of institutes at the regional level, manage job fairs/ placement drives, track students post placement, view dashboard with necessary metrics and generate reports etc.
- vii. The **Centralized Placement Cell (CPC) Module** of the MIS should enable the RPC to have master administrative control on the portal, manage job fairs/ placement drives, view statistics on registration of students, recruiters & TPOs, view dashboard with necessary metrics and generate reports etc.
- viii. The portal should provide necessary Instructions relevant to each module
- ix. The agency will have to assist in formation of a helpdesk and provide email support for the portal.
- x. The agency will have to prepare a User Manual for all the modules
- xi. The functional requirements of the portal provided in this EoI is indicative and it is expected that the agency will give a detailed methodology along with necessary technical software and hardware specification for the same in the technical proposal.
- xii. The cost of the hardware will be borne by the JEEC.

3. Important Definitions

For the purpose of the Terms of Reference and Scope of Services, the following definitions will be considered by the JEEC

a. Placement: Definition & Mandate:

- (i) Placement Definition: Placement to be mandatorily done before or within 3 months from the date of declaration of the result. Placements by definition would mean that the placed candidate has joined the offered job and is in employment for the next 3 months at least.

In case of wage employment, candidates should be placed in jobs that provide wages at least equal to the value of INR 12,000/- per month for the first year and such candidates should continue to be in jobs for a minimum period of six months, from the date of placement at the same or a higher level with the same or any other employer.

The Service conditions need to be intimated to the placed students in advance, i.e. at the time of recruitment. The conditions need to mandatorily include the following points:

1. Salary package
2. Working hours
3. Job locations
4. Job role
5. Other amenities

- (ii). Placement Mandate: The agency will have to ensure at least 70% placement of the successful final year students of the government polytechnics of UP. This 70% will also include students taking up entrepreneurship and have registered their enterprise (with any of the Central/State Government agencies).

- b. Post Result / Placement tracking mandate: All candidates need to be marked as placed or unplaced on the MIS portal (to be developed as part of this assignment) within 3 months from result declaration date.

For Placed candidates: 1 year of employment related tracking with the provision of uploading 6 months' payslip (in the aforementioned 1 year). Other relevant details, which will also have to be furnished on the MIS portal, are as follows:

- a. Date of Placement
- b. Name, Address, Sector and contact details of Employer Organization/Company
- c. Employment Location (City, District, State, Country)
- d. Salary/wages
- e. Role/Designation
- f. Candidates current contact number
- g. Declaration of data correctness from the student
- h. Soft copy of offer letter/contract copy / salary slip– uploading mandatory

4. Team to be deputed

The agency will have to place the following manpower for the assignment. Detailed CV enumerating the relevant experience and academic details as per attached format needs to be provided for the same.

The team composition suggested here is tentative and the Agency may suggest any other approach in their technical proposal to achieve the objective of at least 70% overall placement in the government polytechnics of the state. However the final decision will be taken by the JEEC UP.

a. At CPC level -

- i. One Project manager – Masters in Business Administration (MBA) with specialization in Human Resource (HR) from renowned tier 1 institutions like IIM, XLRI, etc. with at least 10 years of relevant experience.
- ii. Two Deputy Managers - Masters in Business Administration (MBA) with specialization in Human Resource (HR) from renowned tier 1 institutions like IIM, XLRI, etc. with at least 6 years of relevant experience.
- iii. MIS Expert – BE/ B.Tech. in Computer Science or IT related subjects with minimum 10 years of experience in IT related fields. The resource should have carried out implementation of at least 5 ERP solutions for HR companies.

b. At RPC level –

- i. Ten Junior Managers – Ten (10) Junior Managers having - Masters in Business Administration (MBA) with specialization in Human Resource (HR) and at least 5 years of relevant experience to be posted at 10 RPCs across the state.

Section 2 – Eligibility Criteria

1. The Applicant should be a National / International Placement Agency -
 - a. Which have provided overseas/ domestic placements to at least 2,000 persons from India in the last FY (FY 2017-18) and
 - b. Must have a valid & active recruitment license for overseas placement (certificate to be produced) and
 - c. The Agency must have at least five-year experience in conducting campus placements, recruitment drives and Job Fair for any recruiter in India or abroad.
2. The Agency must have five-year experience in conducting training programs for students in the field of soft skill enhancement, personality development workshop, entrepreneurship development and interactive teaching and learning.
3. The Agency should have at experience of installation / execution of at least 5 integrated Cloud Based Management Information System (MIS) or ERP Solutions.
4. The Agency must be in operations at least for last five years as on the date of issue of this EoI.
5. If any Agency fulfills only one of the two clauses – 1& 2 (of Section 2), it can have consortium with other Agency or outsource any part of the activity to fulfill the remaining criteria.
6. Apart from the eligibility related information, the applicant will also have to provide the following details:
 - a) Incorporation / Registration details.
 - b) Turnover in the last 3 Financial Years (FY 2015-16, FY 2016-17 and FY 2017-18).
 - c) Net worth in the last 3 Financial Years (FY 2015-16, FY 2016-17 and FY 2017-18).

7. The applicant should not be under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever, or have not been blacklisted by the Government of India or by any foreign government, or any of its agencies, including public enterprises and or by any State Government or any of its agencies. An affidavit to this effect will have to be submitted by the applicant.

Annexure 1

List of Branches offered in Government Polytechnics of UP

SINo	Branch Name
1	AGRICULTURE ENGINEERING
2	AIRCRAFT MAINTENANCE ENGINEERING (HELICOPTER AND POWER PLANTS)
3	ARCHITECTURAL ASSISTANTSHIP
4	CHEMICAL ENGINEERING
5	CHEMICAL ENGINEERING (PETRO CHEMICAL)
6	CHEMICAL TECHNOLOGY (FERTILIZER)
7	CHEMICAL TECHNOLOGY (RUBBER AND PLASTIC)
8	CIVIL ENGINEERING
9	CIVIL ENGINEERING (ENVIRONMENT & POLLUTION CONTROL)
10	COMPUTER SCIENCE AND ENGINEERING
11	DAIRY ENGINEERING
12	DIPLOMA IN AIRCRAFT MAINTENANCE ENGINEERING
13	DIPLOMA IN AIRCRAFT MAINTENANCE ENGINEERING (AVIONICS)
14	DIPLOMA IN MASS COMMUNICATION
15	DIPLOMA IN PAINT TECHNOLOGY
16	DIPLOMA IN PHARMACY
17	DIPLOMA IN PLASTIC MOULD TECHNOLOGY
18	ELECTRICAL AND ELECTRONICS ENGINEERING
19	ELECTRICAL ENGINEERING
20	ELECTRICAL ENGINEERING (INDUSTRIAL CONTROL)
21	ELECTRONICS ENGINEERING
22	ELECTRONICS ENGINEERING (ADVANCE MICROPROCESSOR & INTERFACE)
23	ELECTRONICS ENGINEERING (MICRO ELECTRONICS)
24	ELECTRONICS ENGINEERING (MODERN CONSUMER ELECTRONICS APPLIANCES)
25	FASHION DESIGNING & GARMENT TECHNOLOGY
26	GLASS AND CERAMIC ENGINEERING
27	INFORMATION TECHNOLOGY
28	INSTRUMENTATION AND CONTROL
29	INTERIOR DESIGN AND DECORATION
30	LEATHER TECHNOLOGY (TANNING)
31	LEATHER TECHNOLOGY FOOTWEAR (COMPUTER AIDED SHOE DESIGN)
32	LIBRARY AND INFORMATION SCIENCE

SINo	Branch Name
33	MECHANICAL ENGINEERING (AUTOMOBILE)
34	MECHANICAL ENGINEERING (COMPUTER AIDED DESIGN)
35	MECHANICAL ENGINEERING (MAINTENANCE)
36	MECHANICAL ENGINEERING (PRODUCTION)
37	MECHANICAL ENGINEERING (REFRIGERATION & AIRCONDITIONING)
38	MODERN OFFICE MANAGEMENT AND SECRETERIAL PRACTICE
39	P G DIPLOMA IN ACCOUNTACY (WITH COMPUTERISED ACCOUNT & TAXATION)
40	P G DIPLOMA IN COMPUTER HARDWARE & NETWORKING
41	P G DIPLOMA IN RETAIL MANAGEMENT
42	P G DIPLOMA IN WEB DESIGNING
43	P.G.DIPLOMA IN BIO TECHNOLOGY (TISSUE CULTURE)
44	P.G.DIPLOMA IN COMPUTER APPLICATION
45	P.G.DIPLOMA IN MARKETING AND SALES MANAGEMENT
46	P.G.DIPLOMA IN TOURISM AND TRAVEL MANAGEMENT
47	PRINTING TECHNOLOGY
48	TEXTILE CHEMISTRY
49	TEXTILE DESIGN
50	TEXTILE DESIGN (PRINTING)
51	TEXTILE TECHNOLOGY