



DISTRICT PROJECT OFFICE

TERMS AND CONDITIONS



1. Project name is Vocational & Skill Mission Project.
2. Validity of the Project is Two years.
3. Only one District project office (DPO) will be established in each District.
4. Project officer minimum qualification is any degree.
5. The incharge of DPO is called as Project Officer.
6. Establishing District Project office is executed after signing agreement by Concerned Project officer.
7. ID Card for Project officer will be issued with validity.
8. Minimum level infrastructure is required.
 - (a) 400 square feet RCC roof building, (200 Square feet in Metro cities) Separate Cabin for project officer.
 - (b) Minimum one clerical staff and One Marketing staff.
 - (c) Separate rest room for Gents and Ladies.
 - (d) Outside place keeping 6 feet height and 9 feet width Display Board.
 - (e) Necessary tables and Chairs.
 - (f) Drinking water facility.
 - (g) Necessary fans (or) AC.
 - (h) Necessary inward and outward ledgers.
9. Providing information about Central BSS and WSC, Facilitating approval process and renewal process, Conducting JOB FAIR, Assistance for students admission and registration are the major responsibilities of DPO.
10. All DPOs are controlled and Monitored by Global operational office, T-Nagar, Chennai.
11. Necessary training and Marketing strategies will be given to all project officers.
12. Necessary booklets and Materials will be given.
13. Dedicated Mobile number will be given to Each Project officer. The same number to be used for all communication.
14. Designed District Project office Board will be given by Central BSS. The same to be fixed in-front of office .
15. The agreement fee for two years can be collected from Global operational office.
16. Individual log-in will be issued to each Project officer for entering details in website.
17. Best performing Project officer will be honoured by World Skill Council Award in every year.
18. High income benefits and big incentives will be given to Project officer.