

**CLIENT OF CORE INTEGRA CONSULTING SERVICES PVT LTD.**

1.	Employment Type (Regular/ Contractual/ Part Time)	Full Time – Yearly Renewable Contract
2.	* Name of the post:	Admin Executive
3.	* Job Function:	Administrative activities
3.	* Additional Job Information:	
	(i) Technical/ Must have skills	Basic Computer & Excel Knowledge
	(ii) Good to have skills	Register Maintaining, organizing, problem solving etc
	(iii) Soft Skills	Good English Communication
4.	* No. of Vacancies (in figures):	300 PAN India
5.	* Level/ Post:	Admin Executive
6.	* Qualification required: Essential/ Desired	Graduation
7.	* Work experience required (in years):	6 months – 1 year in Admin Role
8.	* Age range (in years):	Below 40
9.	* Location of Job:	PAN India positions
10.	* Salary range per month (Approx CTC):	Min 19k CTC – Max 25k CTC Per Month
11.	* Additional Benefits offered:	
12.	Aligned courses (Full time/ Part Time)/ Certifications	
13.	Travel Requirements	

**DETAILS OF PRINCIPAL  
EMPLOYER**

1.	* Name of the Organisation	Client Of Core Integra Consulting Services Pvt Ltd.
2.	* Industry dealing in:	IT & Exam Extinct Centers
3.	* Company's full postal address incl. Pin	1st Floor, Vinmar House, Plot No A/ 41, MIDC, Mumbai, Maharashtra 400093
4.	* Details of the contact person	E-mail: seema.nair@coreintegra.com

- Key Responsibilities of the Venue Admin Executive at Fixed Venue would be as follows: -

1. Daily activities of Venue Admin Executive (on **Non-Exam Days**)-

Sl.	Job Description (Non-Exam Days)
1	Opening and quick visual checks of iD
2	Checking Electricity meter reading and recording in register to check consumption during off working hours
3	Checking DG fuel level and recording in register
4	Taking attendance of all dedicated staff
5	Checking critical parameters of DG/UPS for health monitoring and visual inspection of critical spaces including earthing points
6	Ensuring all noticeboards are updated. Visual checks of branding
7	Preparing daily work package for housekeeping staff
8	Preparing daily work package for IT Manager & Electrician as per daily equipment maintenance schedule.
9	Instructing security personnel on physical security process
10	Checking of footage of CCTV camera (All entry points including emergency exit) of previous night/Off working hours
11	Ensuring UPS Room is air-conditioned and standard 23-25 `C temp is maintained and recording the temperature (3 times in 9 hours)
12	Checking various registers (Material movement, Visitor movement, Vehicle Movement, Gate Passes) related to physical security and ensuring that the same are maintained properly by the security personnel.
13	Ensuring cleanliness and hygiene condition is maintained by checking all rooms/labs/washrooms etc. and monitoring daily activities of housekeeping staff.
14	Checking all allocated work by Electrician/IT manager completed
15	Checking all assets (IT/Non-IT) for defects with IT manager and other dedicated staff
16	List of defects to be recorded in defect register & Coordinate with partner for repairs/rectification
17	Rendering various reports to (Regional Admin Mgr.) RADMs as per proforma (Reports regarding CCTV, Housekeeping, Security, Attendance, Asset checks, Critical Equipment)
18	Taking the final electricity meter reading of the day and recording electricity consumption for the day
19	Taking the final DG fuel level reading of the day and recording DG fuel consumption for the day
20	At the end of the day, ensuring DG fuel tank is filled to 90% level
21	All documents, stationery & materials are returned to storage appropriately
22	Final visit to all critical equipment spaces for visual inspection at the end of the day
23	Ensuring DG is switched from auto mode to manual mode daily before leaving

24	Switching off all lights & fans
25	Closing & sealing
26	Visitor management
27	Work order issuance, Verification of invoices (Manpower, refreshment, diesel, node etc.)

2. The Job Description for VAM on Exam days are as below.

- This Duties will be performed by VAM deployed at Temp. Venues.
- The same Duties will also be performed by VAM deployed at Fixed venue (Over & above the Job Description defined for non-Exam Day)

Sl	Job Description (Exam Day)
1	Key Management (Opening and Closing of the venues)
2	Security Management (Availability of Security guards, Inward/Outward of personnel and material)
3	Work order issuance, Verification of invoices (Manpower, refreshment, diesel, node etc.)
4	Crowd Management (Vehicular Parking, parents' movements, PA System).
5	Infrastructure readiness (Critical equipment, Cleanliness/Housekeeping)
	a) Diesel Generator readiness (if critical then mobile DG requirement) and sufficient diesel availability
	b) UPS and batteries readiness
	c) Availability of water to the premises
6	Manpower Management: -
	a) Availability of LISP/ Manpower (Electrician, Housekeeping, IT Manager, Security guards)
	b) Coordinate availability of Exam function Manpower (Invigilator, Support Staff, etc.)
	c) Briefing of manpower (Security, Housekeeping, Electrician, Partner support)
7	Social Distancing (SD) Inventory availability and optimal usage
8	Exam Stationery availability (Pen, Rough sheets, stamp pads, water bottles etc.)
9	During entry of candidates the following to be ensured: -
	a) All exam functionaries to deposit mobile phones and electronic gadgets
	b) Adherence to entry as per exam requirement
	c) Adherence to documents verification process
	d) Adherence to proper candidate & EF frisking
	e) Adherence to COVID-19 precautions (wearing of mask, gloves, face shield etc by EF)
10	SD compliance:

	a) Pre exam: - Usage of Loud hailers, Queue Managers, COVID-19 Precautionary posters, auto sanitizers, disinfection backpack spray machines
	b) Social distancing to be ensured with proper marking on the pathway from main gate to the lab.
	c) Placing of SD items at appropriate places like Q managers, sanitizers dispenser, hand wash etc.
	d) Between shifts: - All the labs, restrooms, candidate desk are cleaned and sanitized as per SD model SOP
	e) Post exam: - All the labs, restrooms, candidate desk etc. are cleaned and sanitized and SD equipment are properly secured
11	Institute representative (IR), Client Observers, Client Liaisoning (Hospitality)
	Compliance: -
12	a) Issuing of letter to the police station, Electricity Board (EB) department, etc.
	b) Mandatory compliances Safety and Env. (S&E), Fire, Lift, Building etc.)
	c) Periodic Business Continuity plan (BCP) drills (Fire training, evacuation, Bomb threat etc.)
13	Feedback from client, candidates
	Post completion of examination: -
14	a) Ensuring switching off lights, fans, AC etc.)
	b) Ensuring compliance to fire safety
15	Visitor and Customer management
16	Obtain list of contractual staff from Operation/Project team and coordinate with Exam security force for authorized entry

3. The VAM deployed at Fixed Venues will also be responsible for the following routine activities as per the frequency mentioned against each: -

SI	Time bound activities	Frequency
1	Providing training and morning briefings to invigilators on Admin related activities	Weekly
2	Ensuring all invoices are raised by the partner on time, verification and timely submission for processing	Monthly
3	Regular training to all manpower including available operations team on emergency response procedures	Monthly
4	Ensuring timely submission of Non-Applicability certificates by IRM partners	Monthly
5	Ensuring timely submission of No Dues Certificates by partners	Quarterly
6	Ensuring Asset Mustering on monthly & quarterly basis and all assets are maintained as per defined specification	Monthly/ Quarterly
7	Ensuring critical equipment are being serviced as per schedule and regular follow up with partner	Quarterly/ Half yearly

8	Conducting various emergency mock drills as per Company policy and rendering reports	Quarterly
9	Ensuring all requisite compliances and licenses are valid.	Yearly

4. Additionally, there would be certain activities entrusted to the VAM deployed at Fixed Venue, which need to be monitored/ ensured on a continuous basis: -

Sl	Additional activities
1	Ensuring basic discipline is maintained
2	Ensuring branding and brand value is maintained
3	Ensuring adherence to various SOPs
4	Ensuring all audit observations by auditors are mitigated in time
5	Regular follow up/liaison with partner
6	Ensuring all adherence to FAs and SLA/SLC is enforced when needed
7	Follow up/ liaison with OEMs for undertaking schedule servicing of equipment.
8	Effective liaison with government offices (Electricity Board, Fire Brigade, Police)
9	Implementation of special projects such as Solar project, ISO implementation, Centralized surveillance, Installation of AC
10	Liaison with partners to fulfill client specific requirements such as installation of coolers, extra lamp at biometric desks etc.
11	Handling of emergencies such as Earthquake, Fire, Crowd Menace, Medical Emergencies, Incident reporting & Follow-up actions, if any
12	Ensuring all defects are recorded in the defect registers and calls are logged on time and defects cleared within the stipulated SLA
13	Optimization of operational cost by implementing various processes

#### **Venue Admin Executive -Open Position**

Zone	Region	City	Role	Opening Profiles
E1	Bihar	Patna	Admin Executive	17
E1	Bihar	Bhagalpur	Admin Executive	2
E1	Bihar	Muzaffapur	Admin Executive	3
E1	Jharkhand	Dhanbad	Admin Executive	1
E1	Jharkhand	Jamshedpur	Admin Executive	0
E1	Jharkhand	Ranchi	Admin Executive	7
E1	Odisha	Balasore	Admin Executive	1
E1	Odisha	Berhampur-Ganjam	Admin Executive	1
E1	Odisha	Bhubaneswar	Admin Executive	5
E1	Odisha	Cuttack	Admin Executive	3
E1	Odisha	Rourkela	Admin Executive	2
E1	Odisha	Sambalpur	Admin Executive	2
E2	North East	Dibrugarh	Admin Executive	1
E2	North East	Jorhat	Admin Executive	1
E2	North East	Naharlagun	Admin Executive	1
E2	North East	Agartala	Admin Executive	0
E2	North East	Aizawl	Admin Executive	1
E2	North East	Imphal	Admin Executive	2
E2	North East	Kohima	Admin Executive	1
E2	West Bengal	Asansol	Admin Executive	2
E2	West Bengal	Saltlake	Admin Executive	8
E2	West Bengal	South Kolkata	Admin Executive	1
E2	West Bengal	Burdwan	Admin Executive	1
E2	West Bengal	Howrah	Admin Executive	1
E2	West Bengal	Kalyani	Admin Executive	1
E2	West Bengal	North Kolkata	Admin Executive	1
E2	West Bengal	Siliguri	Admin Executive	4
N1	Delhi	Dwarka	Admin Executive	1
N1	Delhi	Faridabad	Admin Executive	2
N1	Delhi	Gurugram	Admin Executive	0
N1	Delhi	Mundka	Admin Executive	2
N1	Delhi	South Delhi	Admin Executive	8
N1	Delhi	East Delhi	Admin Executive	0
N1	Delhi	Ghaziabad	Admin Executive	0
N1	Delhi	Greater Noida	Admin Executive	2
N1	Delhi	Meerut	Admin Executive	2
N1	Delhi	Noida	Admin Executive	7
N1	Delhi	North Delhi	Admin Executive	7
N2	Uttar Pradesh	Kanpur	Admin Executive	8

N2	Uttar Pradesh	Lucknow	Admin Executive	11
N2	Uttar Pradesh	Gorakhpur	Admin Executive	5
N2	Uttar Pradesh	Prayagraj	Admin Executive	6
N2	Uttar Pradesh	Agra	Admin Executive	4
N2	Uttar Pradesh	Aligarh	Admin Executive	1
N2	Uttar Pradesh	Bareilly	Admin Executive	3
N2	Uttar Pradesh	Jhansi	Admin Executive	1
N2	Uttarakhand	Dehradun	Admin Executive	2
N2	Uttarakhand	Haldwani	Admin Executive	2
N2	Uttarakhand	Roorkee	Admin Executive	3
N3	Rajasthan	Ajmer	Admin Executive	1
N3	Rajasthan	Jaipur	Admin Executive	12
N3	Rajasthan	Kota	Admin Executive	1
N3	Rajasthan	Sikar	Admin Executive	1
N3	Rajasthan	Bikaner	Admin Executive	2
N3	Rajasthan	Jodhpur	Admin Executive	1
N3	Rajasthan	Udaipur	Admin Executive	1
N4	Haryana	Ambala	Admin Executive	1
N4	Haryana	Hisar	Admin Executive	1
N4	Haryana	Karnal	Admin Executive	1
N4	Himachal Pradesh	Hamirpur	Admin Executive	2
N4	Himachal Pradesh	Shimla	Admin Executive	0
N4	Jammu & Kashmir (Leh)	Jammu	Admin Executive	2
N4	Jammu & Kashmir (Leh)	Leh	Admin Executive	1
N4	Jammu & Kashmir (Leh)	Srinagar	Admin Executive	1
N4	Punjab (Chandigarh)	Amritsar	Admin Executive	1
N4	Punjab (Chandigarh)	Chandigarh	Admin Executive	5
N4	Punjab (Chandigarh)	Jalandhar	Admin Executive	2
N4	Punjab (Chandigarh)	Ludhiana	Admin Executive	1
N4	Punjab (Chandigarh)	Patiala	Admin Executive	3
S1	Andhra Pradesh	Guntur	Admin Executive	5
S1	Andhra Pradesh	Ongole	Admin Executive	1
S1	Andhra Pradesh	Vijayawada	Admin Executive	3
S1	Andhra Pradesh	Kadapa	Admin Executive	1
S1	Andhra Pradesh	Kurnool	Admin Executive	3
S1	Andhra Pradesh	Nellore	Admin Executive	0

S1	Andhra Pradesh	Tirupathi	Admin Executive	0
S1	Andhra Pradesh	Rajahmundry	Admin Executive	4
S1	Andhra Pradesh	Visakhapatnam	Admin Executive	1
S1	Andhra Pradesh	Vizianagaram	Admin Executive	0
S1	Karnataka	Bengaluru	Admin Executive	4
S1	Karnataka	Hubballi (Hubli)	Admin Executive	2
S1	Karnataka	Kalaburagi (Gulbarga)	Admin Executive	0
S1	Karnataka	Mysure	Admin Executive	1
S1	Karnataka	Shivamogga (Shimoga)	Admin Executive	1
S1	Telangana	Hyderabad	Admin Executive	10
S1	Telangana	Karimnagar	Admin Executive	3
S1	Telangana	Khammam	Admin Executive	1
S1	Telangana	Nizamabad	Admin Executive	1
S1	Telangana	Warangal	Admin Executive	3
S2	Kerala	Alappuzha	Admin Executive	1
S2	Kerala	Ernakulam	Admin Executive	3
S2	Kerala	Kottayam	Admin Executive	1
S2	Kerala	Thiruvananthapuram	Admin Executive	3
S2	Kerala	Kannur	Admin Executive	1
S2	Kerala	Kozhikode	Admin Executive	5
S2	Kerala	Thrissur	Admin Executive	3
S2	Tamil Nadu	Puducherry	Admin Executive	0
S2	Tamil Nadu	Vellore	Admin Executive	1
S2	Tamil Nadu	Viluppuram	Admin Executive	1
S2	Tamil Nadu	Thanjavur	Admin Executive	1
S2	Tamil Nadu	Tirunelveli	Admin Executive	3
S2	Tamil Nadu	Trichy	Admin Executive	2
S2	Tamil Nadu	Virudhunagar	Admin Executive	1
S2	Tamil Nadu	Coimbatore	Admin Executive	1
S2	Tamil Nadu	Erode	Admin Executive	1
S2	Tamil Nadu	Salem	Admin Executive	1
W1	Gujarat	Ahmedabad	Admin Executive	3
W1	Gujarat	Gandhinagar	Admin Executive	1
W1	Gujarat	Rajkot	Admin Executive	1
W1	Gujarat	Surat	Admin Executive	0
W1	Gujarat	Vadodara	Admin Executive	1
W1	Maharashtra (Mumbai)	Mumbai	Admin Executive	4
W1	Maharashtra (Mumbai)	Navi Mumbai	Admin Executive	1
W1	Maharashtra (Mumbai)	Thane	Admin Executive	1

W1	Maharashtra (Pune)	Kolhapur	Admin Executive	1
W1	Maharashtra (Pune)	Sangli	Admin Executive	1
W1	Maharashtra (Pune)	Solapur	Admin Executive	1
W1	Maharashtra (Pune)	Ahmednagar	Admin Executive	1
W1	Maharashtra (Pune)	Aurangabad	Admin Executive	2
W1	Maharashtra (Pune)	Nashik	Admin Executive	1
W1	Maharashtra (Nagpur)	Amravati	Admin Executive	1
W1	Maharashtra (Nagpur)	Chandrapur	Admin Executive	1
W1	Maharashtra (Nagpur)	Latur	Admin Executive	1
W1	Maharashtra (Nagpur)	Nagpur	Admin Executive	2
W1	Maharashtra (Nagpur)	Nanded	Admin Executive	1
W2	Chhattisgarh	Bhilai Nagar	Admin Executive	2
W2	Chhattisgarh	Raipur	Admin Executive	3
W2	Madhya Pradesh	Bhopal	Admin Executive	3
W2	Madhya Pradesh	Gwalior	Admin Executive	3
W2	Madhya Pradesh	Indore	Admin Executive	4
W2	Madhya Pradesh	Jabalpur	Admin Executive	2
W2	Madhya Pradesh	Sagar	Admin Executive	1
W2	Madhya Pradesh	Satna	Admin Executive	1