



EXPRESSION OF INTEREST

FROM

INSTITUTES/ORGANISATIONS/SOCIETIES/EDUCATIONAL TRUST

FOR

INVITING PROPOSALS

FOR

**CONDUCT OF RESETTLEMENT TRAINING FOR RETIRING PERSONNEL
OF ARMED FORCES FOR THE YEAR 2010-11**

EXPRESSION OF INTEREST FROM INSTITUTES/ORGANISATIONS/SOCIETIES/EDUCATIONAL TRUST

FOR conduct of Diploma/Certificate courses under various categories as Resettlement Training for retiring personnel of Army, Navy and Air Force (Officers / Personnel Below Officer Rank {PBOR}), under the aegis of Directorate General Resettlement, Department of Ex-Servicemen Welfare, Ministry of Defence, for the year 2010-11.

SECTION I

Organisational Structure

1. The Directorate General Resettlement (DGR) is an Inter Service Organisation functioning directly under the Ministry of Defence as an apex body of Department of Ex-Servicemen Welfare. The organization is headed by the Director General (Resettlement). Training Directorate at DGR is responsible for planning, conduct and monitoring of resettlement training courses for retiring armed forces personnel.

Role and Function

2. A large number service personnel retire/ are released every year, often in the prime of their lives at a comparatively young age. Majority of the service personnel at the time of retirement are at an age where they have numerous unfinished domestic responsibilities, which necessitate their taking up second occupation. Training, for preparing both ex-servicemen and retiring service personnel for their resettlement in civil life is one of the major functions entrusted to the Directorate General of Resettlement. The Directorate General of Resettlement organises employment oriented resettlement training programmes for retiring armed forces personnel (officers and personnel below officers rank), ex servicemen, and widows / wards of deceased personnel to enhance their qualifications and enable them to seek suitable employment after retirement.

OBJECTIVE

3. The objectives of resettlement training are:-
- (a) Conduct job oriented training programmes in diversified fields.
 - (b) Ensure imparting quality training to maximum number of retiring Officers, PBORs and ESM.

- (c) Resettlement training to be focused on placement.

Conduct of Resettlement Training

4. DGR identifies various courses under different categories and are conducted through outsourced agencies each year. The details about the courses planned for the year are circulated to the defence environment through “Resettlement Training Brochure” every year. Subscription to the courses is on voluntary basis subject to service exigencies.

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANTS

AIM

5. The aim of EOI is to invite proposals for selection of suitable institutes/organisations/ Societies /educational trust for conduct of resettlement training under various categories.

ROLE OF THE SELECTED AGENCY

6. Provide quality resettlement training under various categories as indicated below.

TYPES OF COURSES

<u>Officers courses</u>	
<p>Security Industrial Security, Safety & Fire Protection Security Survey, Audit & Risk Analysis</p> <p>Miscellaneous Coaching for ‘DGCA’ CPL/ATPL Exam Seafaring</p>	<p>Modular Management Supply Chain Management Retail Management Financial Management Market and Sales Management Material management Personnel Management & Industrial Relations Management/Administration of Academic Institutions Entrepreneurship & Small Business Management Export / Import Management Logistics and Shipping Disaster Management Six Sigma Total Quality Management Event Management</p>
<p>NOTES:</p> <ul style="list-style-type: none"> • Course duration should be between two to twelve weeks(not more than 89 days) • Subscription to the course will depend on officers volunteering for the course • Course Certification should preferably be accredited / recognized or acceptable by industry 	

PBOR Courses

Security Courses

Assistant Security Officer (4Weeks)
Airlines/Cruise liner ship Security
Industrial Security & Safety

Fire & Safety

Fire & Industrial Safety Management
Sub Fire Officer

Airline Services

Cargo & Inventory Management
Ground operations
Air Ticketing
Stewardship
Flight Dispatcher

Computer and IT

Cyber Security
DOEACC .O. Level
Microsoft Certified Professional
Microsoft Certified System Engineer
Cisco Certified Network Administrator
Programming course on C++/ VB.NET/ ASP.NET
Book Keeping & Acct Using Tally
Computer Hardware, Maintenance & Repair
Desk Top Publishing
Networking and managing Routers & Switches
Web Designing
Animation
Laptop /Mobile repairing

Hospitality and Tourism

Food & Beverage Services
Tourism & Travel Agency Mgt
Tour Guide
Front office/ Back end operations Mgt

Agri based courses

Dairy Farming
Organic Farming
Mushroom Cultivation
Repair & Maintenance of Agricultural Equipment
Poultry Management
Fisheries Management
Floriculture

General Management

24 week Certificate course

Modular Management

Management of Mall, Estate & Resorts
BPO Management
Supply Chain Management
Corporate Office Management
Retail Management
Financial Management
Market and Sales Management
Material management
Personnel Management & Industrial Relations
School Services Management
Entrepreneurship & Small Business Management
Export / Import Management
Fast Food Management
Industrial Co-Operative Management
Insurance & Risk Management
Store and Warehouse Management
logistics and Shipping

Vocational and Technical

AC & Refrigeration
Advance Welding
Welding & Pipe Furniture Making
Garment Manufacturing
Service & Repair of Automobile
Trading of Handloom Products and Gram Udyog
Bakery& Confectionary
Electrical / Electronic Technician
Repair & Maintenance of Elect Home Appliances.
Repair & Maintenance of Radio, TV, CD/VCD Player
Mobile Cell site Infrastructure
Mobile Communication and Repairing

Medical and Healthcare

Physiotherapy
Public Health & Sanitation
Laboratory Technician
Operation Theater Assistant
X-Ray & ECG Technician

Miscellaneous

Heavy/Specialist Vehicle Driving
JCB Operator
Coaching for 'DGCA' Aircraft Maintenance
Engineering Exam
Mine Surveying

NOTES:

- Course duration can be up to 52 weeks
- Subscription to the course will depend on Personnel Below Officer Rank (PBOR) volunteering for the course
- Assistant Security Officer of 4 Weeks duration will only be held at various Regimental Centres of Army
- Course Certification should preferably be accredited /acceptable by industry

WHO CAN APPLY

- **Institutes/Organisations set up by Govt(Central and State)**
- **Educational Training Institutes**
 - Institutes Approved by councils under Central Govt Ministries like AICTE / MCI / Indian Nursing Council/ National Council for Hotel Management and Catering Technology / NCTE / NCVT etc.
 - Institutes affiliated to a University set up by Central/ State Govt or recognized by UGC.
 - Institutes approved by Central/ State Boards of Technical Education.
 - Institutes approved by IATA/ICAO
- **Companies/Firms/Registered Societies/Trusts** engaged in providing training, fulfilling the following criteria.
 - Societies/Trusts should be registered under Societies Registration Act.
 - Private training Institutes (Companies/Firms) should be a proper registered body.
 - Should have valid PAN/TAN and audited accounts of statement for at least three years.
 - Should have proper infrastructure, computer laboratory (where required), trained teaching faculty.
 - Should be well established and conducting various courses, at least for the last three years.
 - Should preferably be affiliated to University / Educational Council.
 - Institutes belonging to Ex-Servicemen should not be a beneficiary of any Employment Schemes / Self Employment schemes sponsored through DGR.
 - Should not have been black listed by any Govt entity.

PROPOSAL FORMAT:

Applicant should furnish the proposal in the following format:

**FORMAT FOR SUBMITTING OF PROPOSAL FOR
VOCATIONAL COURSE FOR OFFICER & PBOR**

PART-1 GENERAL

1. (a) Name of Institute :
(b) Year of Establishment :
(c) Type of institute :
(Govt/Semi-Govt/ITI/Pvt Company/
Society/Deemed University/Pvt University)
(d) Field of Specialisation :
2. (a) Complete Postal Address :
(b) Telephone/FAX. :
(c) Website :
(d) E-mail :
3. Location of Establishment (A sketch has to be attached).
(include distance from nearest Military Establishment)
4. Whether Establishment is registered as Society/Trust/Organisation/Training Institute with any Government Body. Give details of Registration. Attach the following documents :-
 - (a) Photocopy of Registration Certificate.
 - (b) Photocopy of Constitution/By Laws of the Organisation.
 - (c) List of Trustees/Directors/Owner(s) with complete postal address and telephone number of all nominees.
5. Financial: Please give details of Service Tax Registration, TAN/PAN etc.
(Please attach the following documents)
 - (a) Photocopy of Service Tax Registration.
 - (b) Photocopy of Income Tax Return for last three years.
6. Accreditation/Affiliation/Recognition:

Does the Establishment/Institute have any accreditation/ affiliation/ recognition for the course(s) being run by it? If "YES" attach photocopies of documents to support the claim.

Seal of Institute
Dated :

Signature and stamp of Director of the Trg Institute

PART-II -MANPOWER AND INFRASTRUCTURE

Infrastructure

1. **Building :**

- (a) Total Area -
- (b) Class Rooms- Number, Capacity and Area
- (c) Laboratories - Number, Capacity and Area
- (d) Other Areas - Principal/Director/Staff Room etc. Give details.
- (e) Other Amenities - Back up power, Reception, Library, Toilet etc.

2. **Equipment:** Details of the equipment available should be relevant to the course.

Sl.No.	Equipment	Configuration/Model	Quantity	Remarks

3. **General :**

- (a) Is the institute located in/is a part of residence? Yes/No.
- (b) Is a proper display board giving name of Institute displayed prominently? Yes/No
- (c) Is the Institute involved in training other than DGR sponsored courses? Yes/No
- (d) If the answer to (c) above is Yes, furnish details.

Faculty

4. **Principal/Director :**

- (a) Name :
- (b) Age :
- (c) Experience :

5. **Programme Director/Coordinator :**

- (a) Name :
- (b) Age :
- (c) Experience :

6. **Instructional Staff/Faculty:**

Provide following details of the Instructional Staff.

Name	Age	Designation	Qualification	Experience	Status (Full/Part Time)	Period of service in this Establishment

Seal of Institute

Signature and stamp of Director of the Trg Institute

Dated :

PART-III - DETAILS OF PREVIOUS DGR COURSES

Sl.No.	Year	Course No.	Course Name	No. of Participants	Placement Details, if any.

Seal of Institute

Signature and stamp of Director of the Trg Institute

Dated :

PART-IV - PROPOSED COURSES

1. Nomenclature of the Course:
2. Course duration (days/week):
3. Number of Courses Proposed.
4. Proposed dates:
5. Fee Structure. Only Tuition Fee, per participant (Inclusive of service tax):
6. Max and Min strength of Students Acceptable:
7. Detailed Syllabus of the Course:
8. Utility/Job Prospects of the Course:

(Special care should be taken while framing this section. The utility/job prospects should be written in such a manner that the person who want to pursue a particular course should get a clear idea of the future employment opportunities available after completion of the course.)

Notes :

1. Separate sheet may be used for each proposed Course.
2. Syllabus and Note may be attached as Appendixes, if required.

Seal of Institute

Signature and stamp of Director of the Trg Institute

Dated :

SECTION III

- ❖ Interested Institutes/organizations can forward proposals as per the format available in DGR Website www.dgrindia.com. Interested institutes/organisations may obtain further information at the address given below from 10.00 hrs. to 17.00 hrs on any working day from Monday to Friday or login to the website / contact DGR at 011-26192358/26192366
- ❖ Training Directorate
Directorate General Resettlement
West Block-IV, R K Puram,
New Delhi-110 066
- ❖ Expression of interest must be delivered to the addressee above not later than 15 days from the date of its publication.
- ❖ Institutes/Organisations having more than one training centre across the country can submit combined proposal for various training centres
- ❖ The Various courses listed above are only indicative subject to change and may be considered only as advance information to assist the applicant.

DISCLAIMER

The information in this document has been prepared to assist the applicants in preparing the non binding EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. DGR is not bound to accept any or all the EOIs. DGr reserves the right to reject any or all EOIs without assigning any reasons. No applicant shall have any cause of action or claim against DGR or its officers, employees, successors or assignees for rejection of this EOI.
- iv. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- v. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither DGR nor any of their respective officers or employees make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by DGR or any of their respective officers, employees whether negligent or otherwise.