



# BALAJEE DETECTIVE FORCE

AN ISO 9001:2015 (QMS)

✉ balajeesa29@gmail.com, balajeedf@gmail.com ☎ +91 6207203667, 0651-3510591  
Add:- House No. B/400 Road No.6, Ashok Nagar, Ranchi, Jharkhand-2

## REQUIREMENTS FOR ENGAGEMENT OF NON-TECHNICAL PERSONNEL ON OUTSOURCING BASIS UNDER CONTRACT WITH CLIENT

### ADVT. NO. -BJDF/NIAMT/01

Balajee Detective Force incorporated in 2006 in Ranchi , Jharkhand We are manpower provider agency. i.e:- Housekeeping Manpower, Technical & Non- Technical Manpower, Paramedical Staff, & Security Guard. We provide Manpower in Jharkhand , Bihar , Utter Pradesh, Delhi & Pan India. We have our ambience, professional and committed team of experts Who are capable of transpiring the services of asserted clients within the Stipulated time .We are registered in EPF, ESIC, GST & Labour Department and we follow all the norms of Government.

We can provide uninterrupted support and services to our clients and thus insuring them the satisfaction of highest level.

Applications in the prescribed format are invited from the eligible and interested candidates for engagement in various posts on outsourced basis in one of our reputed client (a central government organization located in Ranchi) as per the details given below.

Applications received by the previous agencies (M/s EHRC and M/s BFSS) of the Principal Employer against short advertisement published in the Prabhat Khabar (Ranchi Edition) dated-08/02/2025 (Page- 3 and 9) also will be considered by our agency with consent of the Principal Employer such candidates need not apply again.

**A. Details of the Posts:****1. Non- Technical**

Sl. No.	Name of the Post	No. of Posts^	Qualification and/or Experience	Minimum Monthly Pay*	Age Limit
1	Supervisor (Office)	07	Graduate in any discipline (preferably in Commerce or Management or Computer Application or Engineering) with 3 years of relevant experience in official work (preferably in a Central Higher Educational Institute).	40,000/-	Preferably below 55 years
2	Supervisor (Sports)	01	Bachelor's Degree in Physical Education / Sports Education / Sports Science with 55% (6.0 CGPA) and 3 years of relevant experience in managing and organizing sports activities/events in a College/ Institute/ University. OR Master's Degree in Physical Education / Sports Education / Sports Science with 55% (6.0 CGPA) and 1 year of relevant experience in managing and organizing sports activities/events (preferably in a Higher Educational Institute/University) or Teaching of Sports subjects in a College/Institute/ University	40,000/-	Preferably below 55 years
3	Security Supervisor (General)	02 (Male)	12th Pass Ex-Serviceman. OR 12th Pass with 3 years of regular service in Military / Paramilitary / Police and with 2 years of supervisory experience in any reputed private security agency. OR Graduate with 3 years of supervisory experience in any reputed private security agency.	40,000/-	Preferably below 55 years

## 2. Technical

Sl. No.	Name of the Post	No. of Posts^	Qualification and/or Experience	Minimum Monthly Pay*	Age Limit
1	Technical Supervisor (Civil)	01	B.E./B.Tech. in Civil Engineering from recognized Institute/ University with 50% (5.5 CGPA) and 2 years of relevant experience OR Diploma in Civil Engineering from recognized Institute/Board with 50% (5.5 CGPA) and 5 years of relevant experience.	40,000/-	Preferably below 50 years
2	Technical Supervisor (Electrical)	01	B.E./B.Tech. in Electrical Engineering from recognized Institute/ University with 50% (5.5 CGPA) and 2 years of relevant experience OR Diploma in Electrical Engineering from recognized Institute/Board with 50% (5.5 CGPA) and 5 years of relevant experience.	40,000/-	Preferably below 50 years
3	Technical Supervisor (System Administration)	01	Diploma Engineering in Computer Science/ Information Technology with 50% (5.5 CGPA) and minimum 5 years of relevant experience OR B.E./B.Tech. in Computer Science/ Information Technology with 50% (5.5 CGPA) and minimum 2 years of relevant experience OR MCA with 50% (5.5 CGPA) and 1 year of relevant experience	40,000/-	Preferably below 50 years
4	Technical Supervisor (Network Administration)	01	Diploma Engineering in Computer Science/ Information Technology with 50% (5.5 CGPA) and minimum 5 years of relevant experience	40,000/-	Preferably below 50 years

			OR B.E./B.Tech. in Electronics/ Electronics and Telecommunication/ Computer Science/ Information Technology with 50% (5.5 CGPA) and minimum 2 years of relevant experience OR MCA with 50% (5.5 CGPA) and 3 years of relevant experience		
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^ The Agency reserves the right not to engage any or all the above posts based on the decision of the client.

\* Pay mentioned in the table is minimum. Higher pay may be considered for deserving candidates as may be approved by the client. In addition to monthly pay as above, EPF and other benefits as per Govt. of India guidelines are admissible as per rules applicable to the client.

#### **B. TERMS & CONDITIONS OF ENGAGEMENT:**

- 1) **Duration of Engagement**–Selected candidates will be engaged by the agency initially for a period till completion of the man-power contract with the client, up to one year. The engagement may be further extended, subject to the requirements of the client and satisfactory performance of the person engaged as may be evaluated by the client. After completion of the contract of the agency with the client, the Agency will issue NOC to the candidates for engagement by any other agency as may be selected by the client.
- 2) **Mode of Engagement** –The agency will conduct the selection process in coordination with the client as the Principal Employer. Subsequently, the agency will issue the Offer Letter to the selected candidates, employ the candidate, and engage them in the office of the client under the contract between the agency and the client.
- 3) **Working Schedule** – The selected candidates will be deployed in the office of the client for 8 hours a day and 6 days a week as per the requirement of the client. The personnel are expected to make themselves available as per requirement of the client and/or work in shifts as and when required by the client.
- 4) **Holidays and Leave** –As per rules of the agency, all personnel engaged on monthly consolidated pay may be allowed to avail the Closed Holidays of the client and 1 day as “Paid Leave” for each completed month (26 working days) of engagement subject to approval by the client.

- 5) **Application Fee** –No Application/Registration Fee may be charged for any candidate. Expenses, if any may be charged to the Institute with prior intimation.
- 6) **Mode of Application** – Interested applicants may fill the Application Form available along with this Detailed Advertisement and submit their Application Form complete in all respect along with the required documents by courier/post/hand in our office in Ranchi during working hours. Incomplete applications, applications not in prescribed format, and applications without the required documents will not be considered.
- 7) **Last date for Application** – Applications must be submitted by hand or reach by post/courier by 5:00 pm of the tenth day after publication of the short advertisement in any local newspaper. In case tenth day happens to be a Sunday/Holiday, the next working day will be considered as the last date. Late applications may be considered subject to permission by the client.
- 8) **Method of Selection** –

The agency will conduct the selection process in coordination with the client as given below:

- a. Overall selection process will be as given in Table – A below.
- b. All the applications received and accepted for processing will be scrutinized, and valid applications will be shortlisted through evaluation of career and work experience as given in Table – B, and Table – C of below, respectively.
- c. A written Test and Trade test and/or Personal Interaction will be conducted for the shortlisted candidates. Final selection will be made considering the total score in all the stages (out of 100 marks).

**Table – A: Overall Selection Process for Non-Technical**

Sl. No.	Name of the Post	Career	Experience	Written Test	Trade Test/ Interaction
1	Supervisor (Office/Sports/Security)	25	45	--	30
2	Supervisor (Sports)	25	45	--	30
3	Supervisor (Security)	25	45	--	30
4	Technical Supervisor (Civil/ Electrical)	25	30	30	15
5	Technical Supervisor (System/ Network Administration)	25	45	--	30

**Table – B: Details of Career Evaluation:**

Sl. No.	Name of the Post (Non-Technical)	Std. 10	Std. 12	UG	Total <sup>^</sup>
1	Supervisor (Office)	10	--	15	25
2	Supervisor (Sports)	10	--	15*	
3	Supervisor (Security)	10	15	--	
Sl. No.	Name of the Post (Technical)	Std. 10	Diploma BE/B.Tech. MCA/MLISc		Total <sup>^</sup>
1.	Technical Supervisor (Civil/Electrical)	10	15		25
2.	Technical Supervisor (System/ Network Administration)	10	15		25

\* UG related to Qualification only will be considered.

<sup>^</sup> Marks are maximum for 100% (10 CGPA) and will be proportionately awarded as per actual score.

**Table – C: Details of Experience Evaluation:**

Sl. No.	Name of the Post	Type-1	Type-2	Total
1	Supervisor (Office)	3.75	2.5	45
2	Supervisor (Sports)			
3	Supervisor (Security)			
4	Technical Supervisor (Civil/Electrical)	2.5	1.5	30
5	Technical Supervisor (System/Network Administration)	3.75	2.5	45

Experience shall be categorized under two types as given below:

- d. Type-1: Govt. College/Institute/University/Organization.
- e. Teyp-2: Private College/Institute/University/Organization.

Note – Direct Employer or Principal Employer will be considered for categorization as above.

Marks given in the table are per completed Quarter during last three years (i.e. from 01/01/2022 to 31/12/2024).

**Authorized Signatory**