

HELPING EDUCATIONAL FOUNDATION

Bihar Government Recognized Trust (Trust Act -1882)

Registration No- BR03218180191472R | ISO 9001:2015 Certified | Unique ID of VO/NGO - BR/2019/0236014

Corporate Address: 502, Shahi Complex New Dakbanglow Road Patna Bihar - 800001

Website - www.hefoundation.org.in | www.bmte.in | Help-line No - 8229841437

ADVERTISEMENT NO: HEF/01/2022

Date: 25-02-2022

Helping Educational Foundation is Registered under Indian Trust Act 1882. The trust is Approved by Niti Aayog, Govt. of India and also ISO Certified organization for organizing of (Prize Winning test examination) in order to enhance learning and educational, environment. So that Students of our district cum stand ahead in their future education. Helping Educational Foundation Invites Offline Application for its subsidiary Project Name: BMTE (Bihar Merit Test Examination (www.bmte.in) Helping Educational Foundation from eligible candidates for appointment on the post of Block Co-ordinator Male and Female both for Field as per the details.

Post of Block Co-ordinator Requirements Details:

Post Name	Block Co-ordinator
Education	Intermediate / Graduate
Age ability	21 years +
Experience	0-1 year
Mandatory	Android Phone

Monthly Compensation:

Your Gross Salary will be 8500 Basic + TA + Incentive (T&C Apply) per month. Your salary and allowances on joining will be specified in the annexure to this employment contract agreement. You will be governed by the policies procedures and rules of the company related to the salary, allowances, benefits and perquisites which are specified in this letter (including the annexure), at all the time till the management has committed in writing any changes and modification in its policies.

Mandatory Documents Required send to: helpingeducationalfoundation@gmail.com

Documents list	Updated Bio Data Aadhar Card Pan card Qualification paper Passport size photo -2 Blood Group Character Certificate Covid -19 Certificate
----------------	---

Role & Responsibilities of Block Co-Ordinator:

Block Co-Ordinator is a volunteer of Helping Educational Foundation is work for Project Bihar Merit Test Examination in district of Bihar. Coordinator Responsibility visit Coaching Private school, Gov. School, Other private Institution on their studying student class 7th to 12th, Board BSEB and CBSE and Get Complete Application Process for Conducting Examination by Helping Educational Foundation BMTE in each District.

- **You should have sincere about your work.**
- **You have to visit Coaching, institution, government and private school for tell about BMTE.**
- **Fill up the application form, Std 7th to 12th Class student who are take the exam interested.**

- You have to report daily in office and district Supervisor head.
- You have to submit your weekly and monthly report to head office by mail and WhatsApp.
- If you have further questions, please contact me directly or simply approach the HR department.
- During your employment, you will be subject rules & regulations applicable from time to time by your up line.
- Daily Reports of Meet students and teacher submit in head office before closed the day of work.

Helping Educational Foundation			
Seat Details of Block Coordinator in Bihar			
SL.No.	District	Male / No of Vacant	Female / No of Vacant
1	Purnia	13	8
2	Katihar	9	5
3	Araria	8	4
4	Bhagalpur	6	1
5	Banka	5	3
6	Darbhanga	7	6
7	Smastipur	9	5
8	Nawada	12	3
9	Nalanda	7	8
10	Arwal	5	4
11	Madhubani	13	9
12	Gaya	15	10
13	Sharsha	7	5
14	Lakhisarai	13	8
15	Shekhpura	9	5
16	Siwan	8	4
17	Motihari	6	1
18	Vaisali	8	6
Total No of Seat		160	95



Your faithfully
HELPING EDUCATIONAL FOUNDATION

Application Process:

1. Visit our website www.hefoundation.org.in and go to join us form page Online at the direct link visit join us www.hefoundation.org.in/join us
2. Fill up the application form
3. After application Required Documents send on mail jobcareer@hefoundation.org.in
4. After send application and documents foundation will be connect in 2 working days.
5. Process to interview offline / online under 2 working days
6. After selection you pay 500/- as a donation for join the foundation.
7. Foundation is provide one day class room project training offline and online mode.
8. After training you completely join our team and work with us.