

# 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**

**ADVERTISEMENT NO:** HEF/11/2023

**Date:** 30-11-2023

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 Projects Helping Educational Foundation from eligible candidates for appointment on the post of Block Co-ordinator and District Coordinator Male and Female both for Field as per the details.

## Post of Block Co-ordinator Requirements Details:

Post Name	<b>Block Co-ordinator</b>
Education	Intermediate to Graduate Above
Age ability	20 to 35 years
Experience	0-1 year
Mandatory	Android Phone + Bike

## Monthly Compensation:

Your Gross Salary will be Basic + TA + Incentive (T&C Apply) 15000 CTC 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:

<b>Documents list</b>	Latest Bio Data Aadhar Card Pan card Qualification paper (Marksheet and Certificate) Passport size photo -2 Blood Group Details Character Certificate, Living Certificate (Optional)
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## 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 7<sup>th</sup> to 12<sup>th</sup>, 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 7<sup>th</sup> to 12<sup>th</sup> 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.

**Application Process:**

1. Visit our website [www.bmte.in](http://www.bmte.in) and go to join us form home page. And the direct link visit joins us <https://www.bmte.in/join-us.php> and fill up the application form.
2. After application Required Documents send on mail
3. After send application and documents, foundation will be connected in 2 working days.
4. Interview offline / online under 2 working days.
5. After selection you pay 1100/- as a donation and Joining Kit for join the foundation.
6. Foundation is provided project training offline and online mode.
7. After training you completely join our team and work with us.
8. Our Foundation no any charge applicable for Application form and selection.

**Seat Details of Block Co-ordinator**

Name of District	No of Seat
Purnea	28
Katihar	32
Araria	18
Kishanganj	14

**Regards**

**Helping Educational Foundation  
Patna Bihar**

