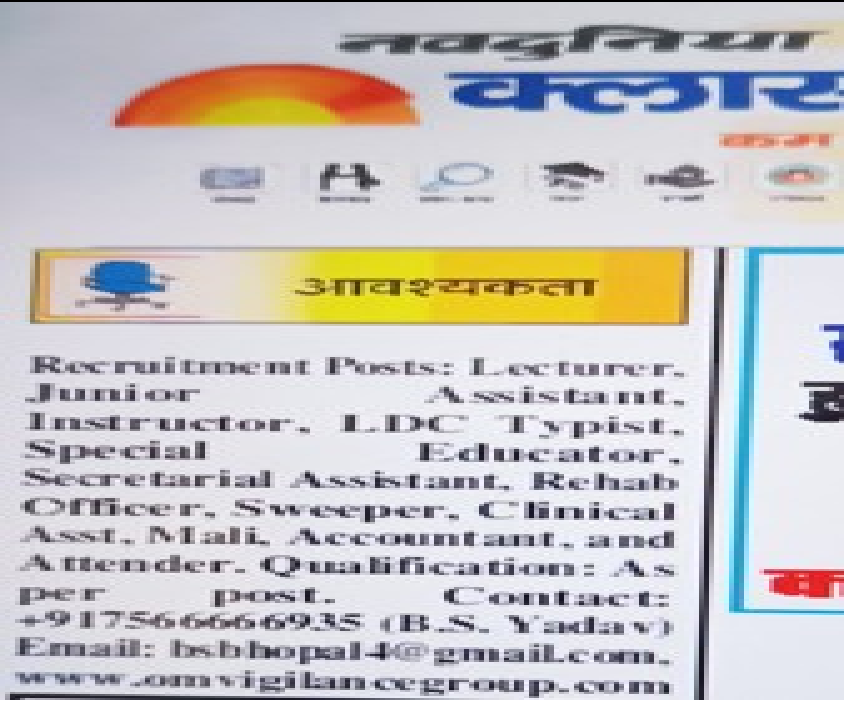


सूचना

सर्वसाधारण को सूचित किया जाता है कि समेकित क्षेत्रीय कौशल विकास, पुनर्वास एवं दिव्यांगजन सशक्तिकरण केंद्र (सीआरसी), भोपाल में GeM (Government e-Marketplace) पोर्टल के माध्यम से स्वीकृत आउटसोर्स मानव संसाधन (Manpower) की आपूर्ति के लिए चयनित एजेंसियों द्वारा समाचार पत्रों में विज्ञापन प्रकाशित कर दिए गए हैं। जिनका विवरण निम्नानुसार है :

Agency Name	OM VIGILANCE SECURITY AND PLACEMENT SERVICES PRIVATE LIMITED
Gem Contract No.	GEMC-511687719301277 (As per CLC Labour Rates)
Manpower being offered	a. Skilled Secretarial Assistance/Academic Assistant (1 Male) have to perform the duties related to data entry in Excel / DBMS / Words / Power point etc., higher clerical / administrative jobs related to academic activities / courses, website upkeep, email handling, Correspondence with Universities / RCI / Higher education dept etc. with minimum qualification of Graduation pass in Computer Sciences / PGDCA with hands on knowledge of Word / Excel / PowerPoint / DBMS office software and website handling with more than 3 years of experience in Government / Autonomous, University. b. Semi-skilled (1 Male) person for performing duties of Attendar/Helper for file movements, bank, post-office, photocopying, messenger and other sundry works should have minimum qualification of 10th pass with more than 3 years' experience in government office / semi-government / reputed Autonomous Bodies / University. c. Semi-skilled persons (2 Male) for performing works / duties related to outdoor cleaning & maintenance of trees, plants, lawns and gardening etc. should have minimum qualification of 10th class pass and minimum two years' experience in related field in any reputed institutions/organizations. d. Un-skilled persons (1 Male) for performing duties of helper should have minimum qualification of 10th class pass and minimum two years' experience in related field in any reputed institutions/organizations. e. Un-skilled persons (2 Male & 2 Female) for performing duties of cleaning / housekeeping should have minimum qualification of 5th class pass and minimum two years' experience in related field /cleaning/housekeeping services in any reputed institutions/organizations preferable in any rehabilitation center.

Advertisement made by the agency in the News Paper (Nav Duniya, Bhopal Edition on Date 02.10.2026)	 The advertisement is for OM Vigilance Security and Placement Services. It features the company's logo at the top, which includes a stylized sun and the text 'नवदुनिया क्लाइंट' (Nav Duniya Client). Below the logo are several icons representing different services: a person, a document, a magnifying glass, a person with a checkmark, a person with a document, and a person with a checkmark. The main heading of the advertisement is 'आवश्यकता' (Requirement). The text lists various recruitment posts: Lecturer, Junior Assistant, Instructor, LDC Typist, Special Educator, Secretarial Assistant, Rehab Officer, Sweeper, Clinical Asst, Mali, Accountant, and Attender. It also mentions the qualification 'As per post.' and provides contact information: Contact: +917566666935 (B.S. Yadav), Email: bsbhopal4@gmail.com, and the website www.omvigilancegroup.com.
Contact Details of the agency for submitting applications to the agency	Email ID: bsbhopal4@gmail.com Mob: 81209 40059 - Mr. B.S. Yadav, (OM VIGILANCE SECURITY AND PLACEMENT SERVICES PRIVATE LIMITED)

SAMPLE BIO-DATA / RESUME

For the Post of Civilian Security Guard

1. PERSONAL DETAILS (व्यक्तिगत विवरण)

Full Name (पूरा नाम): _____

Father's Name (पिता का नाम): _____

Date of Birth (जन्म तिथि): ____/____/____ Age (आयु): ____ Years

Gender (लिंग): Male / Female Marital Status (वैवाहिक स्थिति): Married / Unmarried

2. CONTACT DETAILS (संपर्क विवरण):

3. EDUCATIONAL QUALIFICATION (शैक्षणिक योग्यता):

4. MANDATORY SECURITY TRAINING & SKILLS (अनिवार्य सुरक्षा प्रशिक्षण):

(कृपया संबंधित बॉक्स में टिक ✓ करें और सर्टिफिकेट संलग्न करें)

[] Physical Fitness Certificate attached (मेडिकल फिटनेस प्रमाण पत्र): Yes / No

5. WORK EXPERIENCE (कार्य अनुभव - यदि कोई हो)

Total Experience (कुल अनुभव): ____ Years

Previous Company/Agency Name: _____

6. OTHER DOCUMENTS REQUIRED (संलग्न किए जाने वाले अन्य दस्तावेज)

[] 10th Class Marksheet / Passing Certificate

[] Aadhaar Card / Voter ID Card

[] Medical Fitness Certificate (मेडिकली फिट होने का प्रमाण पत्र)

DECLARATION (घोषणा)

I hereby declare that all the information provided above is true, complete, and correct to the best of my knowledge and belief. I am physically fit to perform security duties round the clock in shifts.

Signature of the Candidate (उम्मीदवार के हस्ताक्षर)

I hereby certify that the details mentioned above are cross-checked and verified with the original records.

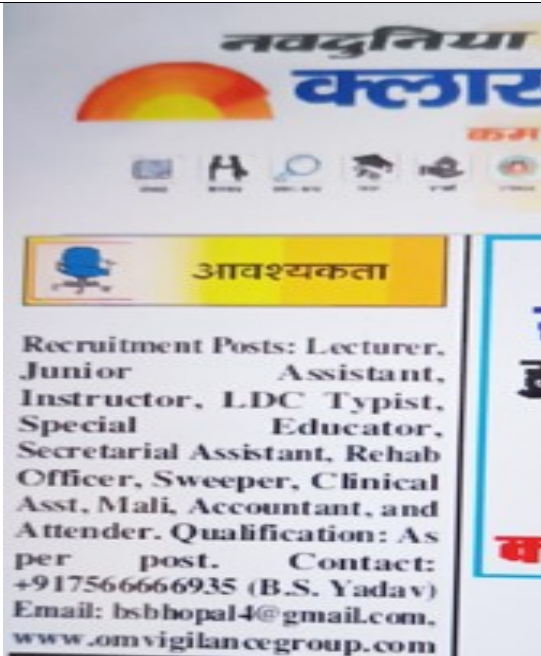
Date (दिनांक): ____/____/____

Place:

Signature of the Authorized Agency representative

Agency Name	OM VIGILANCE SECURITY AND PLACEMENT SERVICES PRIVATE LIMITED			
Gem Contract No.	GEMC-511687721646366 (As per Fixed Honorarium)			
Manpower being offered	Sr. No.	Profession	No. of Positions	Remuneration (per month)
				Minimum Qualifications & Experience
	1	Lecturer Special Education	03	Rs. 60000
				• Masters in Social Sciences, Humanities & Sciences. • M.Ed. Spl.Ed. (ASD/ID/SLD) with 2 years of post-qualification teaching experience in a special school for children with ASD/ID/SLD or in RCI-approved long-term programmes. Or • B.Ed. Spl.Ed. (ASD/ID/SLD) with 5 years of post-qualification teaching experience in a special school for children with ASD/ID/SLD or in RCI-approved long-term programmes. Or • DMR/DSE (ASD/ID/SLD) / D.Ed. Spl.Ed (ASD/ID/SLD) with 10 years of post-qualification teaching experience in a special school for children with ASD/ID/SLD or in RCI-approved long-term programmes. • Must have a valid registration certificate with RCI.
	2	Lecturer in Clinical Psychology	03	Rs. 60000
				• M.Phil. in Clinical Psychology or M.Phil. in Rehabilitation Psychology with 2 years of post-qualification experience working with persons having ASD/ID/SLD or teaching in RCI-approved long-term programmes. Or • Masters in Psychology with a special paper on Clinical Psychology / Educational Psychology with 5 years of post-qualification experience working with persons having ASD/ID/SLD or teaching in RCI-approved long-term programmes. • Must have a valid registration certificate with RCI.
	3	Lecturer in Speech & Hearing	01	Rs. 60000
				• MASLP / M.Sc (Audio) / M.Sc. (SLP) with 2 years of teaching experience acquired after the qualification.
	4	Instructor in	01	Rs. 45000
				• Bachelor's degree in any subject.

	Special Education			• D.Ed.Spl.Ed. (SLD) with valid RCI registration. • Minimum 5 years of experience.	
	5	Rehabilitation Officer	01	Rs. 50000	• Master's degree in Social Work / MDRA / Sociology / Psychology or equivalent. • Minimum 5 years of relevant experience.
	6	Clinical Assistant (Intellectual Disability)	01	Rs. 50000	• BMR / BRT / BRS (MR) / PGDT / PGDI. • Bachelor's or Master's degree in Rehabilitation Science or equivalent. • Minimum 5 years of relevant experience. • Must be registered with RCI.
	7	Vocational Instructor	01	Rs. 45000	• HSC (10+2) with a Diploma in Vocational Training / D.Ed / B.Ed / PG Diploma in Special Education / Equivalent course offered by RCI-recognized institutes. • Minimum 5 years of relevant experience. • Must be registered with RCI. • <i>Desirable:</i> Graduation with a Diploma in Vocational Training (VT).
	8	Special Educator	01	Rs. 45000	• Graduate with a Diploma / PG Diploma in Special Education or equivalent. • Minimum 5 years of relevant experience. • <i>Desirable:</i> M.Ed in Special Education.
	9	Accountant	01	Rs. 45000	• Commerce Graduate from a recognized university. • Hands-on knowledge of Computers, MS Office, Tally, and PFMS. • Minimum 5 years of experience handling accounts and cash. • Minimum 3 years of experience must be in Government or Semi-Government setups.
	10	Jr. Assistant (Purchase)	01	Rs. 30000/-	• Graduate from a recognized university with computer knowledge. • Minimum 5 years of experience in Store & Purchase within a Government Department or a reputed organization.

	11 LDC/Typist 01 Rs. 25000 • Graduate with 0 to 3 years of experience. • Hindi / English typing speed of minimum 40,000 KDPH on computers. • Competencies: Inward/Outward handling, Data Entry in DBMS Registration Software, Reception duties, and attending telephone calls/messages.
Advertisement made by the agency in the News Paper (Nav Duniya, Bhopal Edition on Date 02.10.2026)	 Recruitment Posts: Lecturer, Junior Assistant, Instructor, LDC Typist, Special Educator, Secretarial Assistant, Rehab Officer, Sweeper, Clinical Asst, Mali, Accountant, and Attender. Qualification: As per post. Contact: +917566666935 (B.S. Yadav) Email: bsbhopal4@gmail.com, www.omvigilancegroup.com
Contact Details of the agency for submitting applications to the agency	Email ID: bsbhopal4@gmail.com Mob: 81209 40059 - Mr. B.S. Yadav, (OM VIGILANCE SECURITY AND PLACEMENT SERVICES PRIVATE LIMITED)

SAMPLE BIO-DATA / RESUME

(For the Technical Posts)

1. PERSONAL DETAILS (व्यक्तिगत विवरण)

Full Name (पूरा नाम): _____

Father's Name (पिता का नाम): _____

Date of Birth (जन्म तिथि): ____/____/____ Age (आयु): ____ Years

Gender (लिंग): Male / Female Marital Status (वैवाहिक स्थिति): Married / Unmarried

2. CONTACT DETAILS (संपर्क विवरण):

3. EDUCATIONAL QUALIFICATION (शैक्षणिक योग्यता):

(10th Class Onwards – Attach the copy of Marksheet and Degree Certificate for each Qualification)

4. WORK EXPERIENCE

(After acquiring required degree / training as per the eligibility criteria. Mention Position / Post, Organization, Period of engagement)

Total Experience (कुल अनुभव): ____ Years

5. Any Other information (अन्य कोई जानकारी)

6. OTHER DOCUMENTS REQUIRED (संलग्न किए जाने वाले अन्य दस्तावेज)

☐ PAN Card

☐ Aadhaar Card / Voter ID Card

DECLARATION (घोषणा)

I hereby declare that all the information provided above is true, complete, and correct to the best of my knowledge and belief. I am physically fit to perform security duties round the clock in shifts.

Signature of the Candidate (उम्मीदवार के हस्ताक्षर)

I hereby certify that the details mentioned above are cross-checked and verified with the original records.

Date (दिनांक): ____/____/____

Place:

Signature of the Authorized Agency representative

Agency Name	RAVI SECURITY SERVICE PRIVATE LIMITED																										
Gem Contract No.	GEMC-511687789483537 (As per CLC Labour Rates)																										
Manpower being offered	<table><tr><td>S. N.</td><td>Title of the Guard</td><td>Shift</td><td>No. of Guards in a day of 03 shifts</td><td>Total Nos. of Guards in a day of 03 shifts including reliever</td></tr><tr><td>1.</td><td>Civilian Guards</td><td>I</td><td>02</td><td rowspan="4">07 (SEVEN)</td></tr><tr><td>2.</td><td>Civilian Guards</td><td>II</td><td>02</td></tr><tr><td>3.</td><td>Civilian Guards</td><td>III</td><td>02</td></tr><tr><td>1.</td><td>Civilian Guard (Female)</td><td>I</td><td>01</td></tr></table>					S. N.	Title of the Guard	Shift	No. of Guards in a day of 03 shifts	Total Nos. of Guards in a day of 03 shifts including reliever	1.	Civilian Guards	I	02	07 (SEVEN)	2.	Civilian Guards	II	02	3.	Civilian Guards	III	02	1.	Civilian Guard (Female)	I	01
	S. N.	Title of the Guard	Shift	No. of Guards in a day of 03 shifts	Total Nos. of Guards in a day of 03 shifts including reliever																						
1.	Civilian Guards	I	02	07 (SEVEN)																							
2.	Civilian Guards	II	02																								
3.	Civilian Guards	III	02																								
1.	Civilian Guard (Female)	I	01																								
	The guards must be trained in use of First-Aid and Operation of Fire-fighting equipment. Police verification & Character Certification of Guards is a must.																										
Advertisement made by the agency in the News Paper (Navbharat, Bhopal Edition on Date 27.09.2026)																											
Contact Details of the agency for submitting applications to the agency	Email ID: rssbhopalpvtltd@gmail.com Mob: 9340942949 - Mr. Ajmat Ali (RAVI SECURITY SERVICE PRIVATE LIMITED)																										

SAMPLE BIO-DATA / RESUME

For the Post of Civilian Security Guard

1. PERSONAL DETAILS (व्यक्तिगत विवरण)

Full Name (पूरा नाम): _____

Father's Name (पिता का नाम): _____

Date of Birth (जन्म तिथि): ____/____/____ Age (आयु): ____ Years

Gender (लिंग): Male / Female Marital Status (वैवाहिक स्थिति): Married / Unmarried

2. CONTACT DETAILS (संपर्क विवरण):

3. EDUCATIONAL QUALIFICATION (शैक्षणिक योग्यता):

4. MANDATORY SECURITY TRAINING & SKILLS (अनिवार्य सुरक्षा प्रशिक्षण):

(कृपया संबंधित बॉक्स में टिक ✓ करें और सर्टिफिकेट संलग्न करें)

☐ Fire-fighting Training (अग्निशमन प्रशिक्षण): Yes / No

☐ First-Aid Training (प्राथमिक चिकित्सा प्रशिक्षण): Yes / No

☐ Govt of MP Agencies Training (SISF/State Police Institution): Yes / No

☐ Physical Fitness Certificate attached (मेडिकल फिटनेस प्रमाण पत्र): Yes / No

5. WORK EXPERIENCE (कार्य अनुभव - यदि कोई हो)

Total Experience (कुल अनुभव): ____ Years

Previous Company/Agency Name: _____

6. DOCUMENTS CHECKLIST (संलग्न किए जाने वाले दस्तावेज)

☐ 10th Class Marksheet / Passing Certificate

☐ Aadhaar Card / Voter ID Card

☐ Medical Fitness Certificate (मेडिकली फिट होने का प्रमाण पत्र)

☐ Fire-fighting & First-Aid Training Certificates

☐ Character Certificate / Police Verification Copy

DECLARATION (घोषणा)

I hereby declare that all the information provided above is true, complete, and correct to the best of my knowledge and belief. I am physically fit to perform security duties round the clock in shifts.

Signature of the Candidate (उम्मीदवार के हस्ताक्षर)

I hereby certify that the details mentioned above are cross-checked and verified with the original records.

Date (दिनांक): ____/____/____

Place: _____

Signature of the Authorized Agency representative