Advt. No. BOPT/ADMIN/OSD/2025-26 Dated: 17th October, 2025

Sub: Walk-In-Interview for the post of OSD (Third Party Payroll).

BOPT (ER) invites desirous and eligible candidates for the post of Officer on Special Duty (OSD) to be engaged on outsourced basis (third party payroll) through walk in interview.

S. No.	*Name of the Post*	*Tentative No. of Post & Location*	*Emolument*	*Age*
1.	Officer on Special Duty (OSD)	01 (Bihar) 01 (West Bengal) 01 (Odisha)	Rs. 35,000/- per month (consolidated) + 7% Annual Increment	Below 60 years as on date of walk-in interview

Educational Qualification required:

i) Graduate.
ii) Minimum 2 years' experience in any industry/establishment.
iii) Possessing good communication skill in English and Hindi/Bengali/Odia.

Date of Walk in Interview:

04th November, 2025 (Reporting Time at 10:30 A.M.)

Venue of Interview:

BOPT (ER), Block - EA, Salt Lake City, Sector-I, Kolkata- 700 064

Job Responsibility of OSD (Establishment):

01. To identify the establishments / industries located in different States of Eastern Region from various sources viz. different Chamber of Commerce, CII, local industry centers and any other sources.
02. To visit to establishments (no. of minimum establishment visited decided by Director) on daily basis and make necessary assessment, filling-up of the form, presentation of documents etc. so as to pursue the industries / establishments to voluntarily come forward and engage apprentices.
03. To issue notification to identified / surveyed establishments in consultation with the Dy. Regional Central Apprenticeship Adviser / Assistant Regional Central Apprenticeship Adviser of BOPT (ER).
04. To ensure placement of apprentices by coordinating with the institutions / market.
05. To ensure placement / engagement of apprentices (no. of minimum establishment visited decided by Director) in those notified establishments.

06. To perform such other functions as may be assigned by the Director from time to time.

Job Responsibility of OSD (Institution):

- **Visit to Institutions**
- **Registration of Candidates**
- **Enrollment of Institution as an Establishment**

- **Visit of Institutions (Engineering & Non-Engineering)**

1. The officer is expected to visit at least 11 nos. of distinct Institutions (University / Higher Education Institutions) in a month, spending on average minimum two days in each Institution. Complete visit report to be prepared and uploaded on app.
2. The officer needs to ensure that the institution is recognized by UGC/AICTE/Govt. authority.

- **Registration of Candidates (Engineering & Non-Engineering)**

1. The officer needs to register at least 2000 final year candidates per month on the official portal.
2. The officer needs to ensure all are registered on behalf of the institution.
3. A small interactive session/Seminar can be held with the students so that it eases the process before registration.
4. Explanation of importance of NATS and other related activities of BOPT should be shared among the students across.
5. Each OSDs is required to get students onboarded on portal through distinct link (different for different OSDs). The count will be considered against achievement of their target.

- **Enrollment of Institution**
  The official needs to ensure additionally that the institution complies with the Apprentices Act, in the capacity of an establishment, if it satisfies the criteria.

- **Maintenance of Records**

1. A master file needs to be maintained for keeping the records of institutions.
2. A student's file needs to be created to ensure the registration records of the students
3. An official record copy of the institution (mentioning the official strength and registered strength) needs to be attached with the final copy, that shall be

submitted to the concerned authority (ADs), which can be further submitted to the Director, BOPT post review.

- **Back-end activity**

1. The back-end team shall ensure that the registration data is inserted and clubbed with the DATA BANK that exists with the office.
2. A diversified database is to be maintained that will not only help in maintenance of students' data for several years but also facilitate in roping for different official activities, for instance: (ACJF, NAP, RAD, NATS ENROLLMENT)
3. The data needs to be updated according to the required follow ups and eradication of garbage data.

- **Statistical Inspection Report**

1. A thorough and detailed study is to be carried out to find out the status of the registered candidates in terms of application in ACJF and other relevant attachments in establishments in the capacity of a trainee.
2. Different layers can be created to conclude the diversified data to understand the strength and tendency of attachment with the portal and how this can be modified further for betterment of the process.

A monthly report needs to be generated to address the content that should be reviewed by the competent authority to develop insights for advanced development.

Note:

i) The appointment against these posts will be purely on Outsourced basis (only on fixed remuneration) under third party payroll.

ii) Candidates who want to attend walk in interview are requested to send their resumes compulsorily to the email id recruitmentboptosd@gmail.com on or before 27th October, 2025.

iii) Candidates should bring documents in original and photocopies of all relevant documents (degree, age proof & experience etc.)

iv) Candidates first have to appear in introductory session and group discussion. Candidates who qualified will have to appear in personal interview.

v) TA will not be provided to candidates.

vi) The candidates are required to serve in any states (Eastern & Northeastern) that come within the jurisdiction of BOPT (ER) but effort shall be made to accommodate the selected candidates in their own state/neighbouring state.

vii) Candidates are advised to visit the office website www.bopter.gov.in on a regular basis for getting updates.

-Sd/-

Director