



MVAVs Selection Guidelines

2024.26

PROGRAMME :

Social Welfare Volunteer Internship Programmes (SWVIP)

A Social Entrepreneurship

MANGALAM VIDYA AHAM VOLUNTEERS SELECTION

BIHAR & JHARKHAND CHAPTER



BACKGROUND

MVA' VOLUNTEERS SELECTION

- PROGRAMME** : *Social Welfare Volunteer Internship Programmes (SWVIP)*
INSTITUTION/NGO : **Mangalam Vidya Aham PUSA (India) Public Charitable Trust**
AREA OF OPERATION : **BIHAR & JHARKHAND STATE**
About the Program :

'Social Welfare Volunteer Internship Programmes is an Annual Programme of NGO named MVA Public Charitable Trust PUSA (India). The SWVIP is being implemented by selecting eligible volunteer Talents from our society to brush up their hidden talents to professional skills, leadership traits, polished ethics, personal growth, Professional opportunities, and first-hand experience with the internship as per NGO' annual Action plan or Coordination programmes.

We

- **Inform You**
- **Educate You**
- **Train You**
- **Employ You**
- **Enterprise You**

An Internship provides you with

- *First-hand Experience*
- *Professional Opportunity*
- *Personal Growth*
- *Financial Confidence*

नेतृत्व के 14 गुणों (असर, साहस, निर्णायकता, आत्म - निर्भरता, धीरज, उत्साह, पहल, ईमानदारी, निर्णय, न्याय, ज्ञान, वफादारी, चातुर्य और निःस्वार्थता) का सर्वांगिक विकास हेतु स्वयंसेवक प्रशिक्षण :

:- INTERNSHIP CORE TOPICS :-

1. Social Welfare Management & Public Relation
2. Community Development: SHG / FPO
3. Fundraising & Resource Mobilization
4. Program & Project Management
5. Technical services and Communication
6. Documents & Records Management or Evaluation
7. Social-Media Research and Advertisements



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Develop your 14 Leadership traits (like Bearing, Courage, Decisiveness, Self-Dependability, Endurance, Enthusiasm, Initiative, Integrity, Judgment, Justice, Knowledge, Loyalty, Tact and Unselfishness) with the Social Welfare Volunteer Internship Programs as Social Entrepreneurship.

INTRODUCTION

The Social Welfare Volunteer Internship Programme is a structured program that offers individuals the opportunity to gain practical experience and contribute to the field of social welfare. This program is designed for Intermediate passed students, recent graduates, or anyone interested in exploring a career in social work or related fields.

The main objective of the Social Welfare Volunteer Internship Programme is to provide participants with hands-on experience in various social welfare settings. This may include working with non-profit organizations, community centers, government agencies, or other institutions that focus on addressing social issues and improving the well-being of individuals and communities.

The program typically involves a combination of training, fieldwork, and supervised placements, allowing interns to learn about different aspects of social welfare and develop essential skills. Participants may have the opportunity to engage in activities such as community outreach, client support, advocacy work, research, program development, and administrative tasks.

Benefits of participating in a Social Welfare Volunteer Internship Programme include:

1. **Practical Experience:** Interns have the chance to apply theoretical knowledge to real-life situations, gaining valuable practical skills that can enhance their future career prospects.
2. **Professional Development:** The program offers opportunities for personal and professional growth through mentorship, networking, and exposure to diverse social issues and interventions.
3. **Expanded Knowledge:** Interns can deepen their understanding of social welfare systems, policies, and best practices through training sessions, workshops, and direct involvement in projects.
4. **Impactful Contributions:** By volunteering in social welfare settings, participants can make a positive difference in the lives of individuals and communities, addressing social challenges and promoting social justice.
5. **Networking and Connections:** Internships provide opportunities to build connections with professionals in the field, fellow interns, and potential mentors, which can be valuable for future job opportunities or references.
6. **Self-Exploration:** The program allows participants to explore their interests, passions, and aptitude for social work or related fields, helping them make informed decisions about their career paths.

It's important to note that each Social Welfare Volunteer Internship Programme may have its own specific requirements, duration, and focus areas. Interested individuals can seek out organizations, universities, or government agencies that offer such programs and inquire about their specific offerings, application procedures, and any associated costs or stipends.

Overall, the Social Welfare Volunteer Internship Programme provides an excellent platform for individuals to gain practical experience, develop skills, and contribute to the welfare of society, while also exploring potential career paths in the field of social work.



MVA TRUST OVERVIEW

Vision

Mangalam Vidya Aham Public Charitable Trust through its all branches, Departments, Programs and Projects shall stimulate both the hearts and minds of the beneficiaries in general, empowers them to contribute to the welfare of the society at large, train to adapt themselves to the changing needs of the economy, educate them for cultural leadership, self-employment and ensure good health, peace, harmony and prosperity for all.

REGISTERED OFFICE:

ENGLISH SCHOOL OF PHONETICS (ESP)
MVA TRUST PUSA (INDIA)
PUSA DEOPAR, WARD 05, PUSA,
SAMASTIPUR-848125, BIHAR, INDIA

AREA OF OPERATION:

ALL OVER INDIA
and
OTHER COUNTRIES.

CHAPTER

BIHAR AND JHARKHAND

Date of Registration: 11 January 2013

PAN : AADTM8614M

MVA TRUST PUSA (India)

Mangalam Vidya Aham Public Charitable Trust is a social welfare organization striving for three parts:

- **Mangalam:** social welfare - Health
- **Vidya:** Education
- **Aham:** Awareness

Our Aim & Objectives has been achieved with the following fields:

Our Specialty Area/Field/DEPT.

1. **Human resources and Development**
(Education and Personality Development)
2. **Health and Family Welfare**
3. **Agriculture and Allied Industries**
4. **Environment and Forest**
5. **Youth Affairs and Sports**
6. **Rural Development**
7. **Women, Children and Handicapped**
8. **Social Justice and Empowerment**
9. **Urban Development**
10. **Science and Technology**
(Communication and Information Technology)
11. **Other Programmes**

REGISTRATION & CERTIFICATION

Registered under Indian Stamp Act 1899, Schedule I/I-A, 60, 64 & 26(a) BT Act vide 09/597, dt. 11/01/2013

Registered under WTO Public Forum, Geneva, Switzerland vide Registration No. FOR00021 dt. - Tue, June 4, 2013

Registered under MSME, Govt. of India UAM No. BRQA0008665 vide NIC 1410, 2100, 3811, 7020, 7220, 8810

Registered under NITI Ayog, NGO Darpan & NGO MWCN vide unique ID: BR/2018/0195265

Registered under Income Tax Act 1961, Sec 80G vide URN- AADTM8614MF20222 and

Sec 12A vide URN- AADTM8614ME20216 dt. 31/12/2021 till AY 2024 – 2025

CSR 1 Registration No. CSR00049473, dt. 16/03/23; LEI Reg. No :14357869 dt. 04/10/2023.



1. Guidelines for selection of MVAVs for the year 2024 - 26

- As per Motto of MVA Public Charitable Trust to inculcate the spirit of Patriotism, social responsibilities and achieves the goal through Economic upliftment, Education, Secured Health and Social values or activities aimed for improving the quality of life in rural areas; we are serving the society with different programmes and projects in 9 fields/departments since 2013 at no profit no loss basis. The MVAVs play an intense structural role in social services for 2 years Internship on aimed topics annual action coordination Plans.
- In view of provision of the Programmes of MVA Trust, it has been decided by the Competent Authority to deploy meritorious young UG & Graduates candidates having dedication, talent, enthusiasm and fulfilling the required conditions as MVAVs.
- The AICBOS authority has directed that the entire selection process of MVAVs for the year 2024-26 should be completed at the earliest in a transparent and time bound manner.
- It is made clear that to streamline the system of deployment of MVAVs, the following aspects are to be followed: -
 - a) Any volunteer, deployed against any vacancy in between, should be deployed for the remaining period only, of that financial year (up to 31st March). This will ensure that from April, the whole system of Volunteer deployment will be as per financial year i.e. 1st April to 31st March.
 - b) For considering continuation of any volunteer in the 2nd year (2025-26), proposals along with details of specific achievements made by the MVAVs may be placed before the MVAV selection committee for necessary decision.
 - c) In case, the deployment process is delayed due to election code of conduct and other reasons, then the deployment should be made only up to the remaining part of the financial year i.e. up to 31st March, of that year. Further, in case, their term is extended in the 2nd year, the extension will be up to 31st March of the extended year or completion date of their 2nd year term (2025-26) whichever is earlier.
- This is mainly due to the reason for selecting highly meritorious /talented /dedicated MVAVs and completing deployment and Internship or trainings in a uniform manner across the country.
- Accordingly, deployment schedule has been designed to ensure completion of fresh deployment for the year 2024-26 at the earliest.

With this background, the following is the guideline for necessary action.



2. About the Programme:

'Social Work Volunteer Internship Programmes' is an Annual Programme of NGO named MVA Public Charitable Trust PUSA (India). The SWVIP is being implemented by selecting eligible volunteer Talents from our society to brush up their hidden talents to professional skills, leadership traits, polished ethics, personal growth, Professional opportunities, and first-hand experience with the internship as per NGO' annual Action plan or Coordination programmes.

3. Objectives of the Programme:

The SWVIP would create a space enabling young men and women in the age group of 18 to 30 years which will serve up to two years in Nation Building as well as self-building activities as being active Interns to achieve the motto of MVA Public charitable Trust to serve the society better for which they would receive a Monthly honorarium of Rs. 2500/- to- 3500/- inclusively depending on their performance.

The Internship Programme has following objectives: -

- 1) To promote and skill the unskilled and unemployed undergraduates and graduates from each block equipping them with technical, official, field, Marketing, Managements ethics, systems, public relations, awareness based practical knowledge as professionally.
- 2) To set up a group of disciplined and dedicated youth how have the inclination and sprit to engage in the task of Nation Building, facilitating them realization of inclusive growth of socio-economic with self-sustainable skills.
- 3) To act as modulators, peer group educators, motivators, and Socio-innovators among all.
- 4) To act as role models for the younger Volunteers especially towards enhancement of public ethics, Socio-economy, probity, social welfares, self-esteem, and dignity of labour.

5. Role of MVAVs as Interns:

1. Each MVAV has a major role of catalytic agent between public development and MVA Trust PUSA (India) or its departments.
2. Each MVAV must prepare Kids, Youth, Women and Old profile of his/her block.
3. Formation of New clubs/SHG/FPOs; activation of defunct clubs/Groups, its Management by Organizing regular special Action or coordination programmes with the help of District Development officer are the major task of each MVAV Interns.



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4. Each MVAV is required to be IT Savvy; further should have the capability of preparing report/documentation of action programmes and upload online or report DDO weekly. They must prepare Press reports for media/news and social Media advertisements/statements using Print/Electronic Medias or may use required mobile Apps and payments services.
5. To Choose the Major areas/programmes as per MVA Trust Annual Action Plan/ Social Coordination Programme as per Annexure 1-A for base of internship of action, service, responsibility, Training, and performance with Targets be fixed Monthly for each MVAV in concern to District Development officer depending on local needs in connection to Interns as Volunteer' full Development of skills & Knowledge.
6. To take Guidance, supervision thoughts, ebbs, and clues of Social/Group/Club development by minimum 5 experienced, Vital job Retired personality, Old aged (Social / Administrative / Educators etc. or C1 officers) Monthly by requesting their joining as Active membership of MVA Trust PUSA (India) with due involvement in community development programs.
7. To induce or recommend active/dedicated deserving members of clubs/Groups for NIC, Skill training, Entrepreneurs, international youth exchange programme etc. to District Development Officer to Enterprise them.
8. To maintain records of programmes conducted by all clubs/Groups.
9. To submit regular reports/online reports highlighting their work performance on regular basis and must maintain liaison with development, programme, and Coordination work with agencies/Committee in the block/ district to earn Internship consideration.
10. To attend all meetings, Seminars, workshops, and Internship regularly at concerned Kendra/District Branch or as decided by District Development Officer.

6. Volunteers strength and deployment

1. A total of 13224 volunteers shall be deployed in the country esp. Bihar 1068 and Jharkhand 520. Two volunteers per block in 766 Centres across Country will be deployed. However, as per the approval of AICBOS and NGO need one volunteer for every two wards will be deployed in Delhi. In Telangana, one MVAV per two Mandals will be deployed. Further, 3 volunteers each in all new districts without Centres will also be deployed. In addition to this, two volunteers for computer / documentation work are also deployed at each Kendra level/District Branch.



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2. The deployment will be initially for one year only i.e from 1st April 2024 to 31st March 2025. The MVAVs Internship may be approved for 2026 depending on performance.
3. It is clarified very categorically that if any candidate is deployed in between from among the waiting list, such deployment will be only for the rest of the period within the financial year due to which the vacancy was created.
4. No volunteer in any case will be deployed beyond two years.
5. The deployment of Interns/MVAVs is purely on voluntary basis and hence the selected volunteers will not have any claim for regular appointment or any type of remuneration.

6. Monthly Honorarium

- a) Each **Block Level volunteer** will be paid a monthly honorarium of Rs. 2500/-, **office Volunteer as Office Assistant @ 3000/-**, Volunteer as **District Project In-charge / Coordinator @ 3500/-**-after successful completion of monthly target, online reporting/ feedback, and receipt of online attendance.
- b) The monthly honorarium of each volunteer will be credited to the concerned volunteer's bank account by e- banking/PFMS/DBT/Paytm only. Each volunteer is required to link his or her bank account with Aadhar number for enabling implementation of DBT (Direct Beneficiary Transfer system)/PFMS as per Government of India guidelines.
- c) The monthly honorarium of volunteers will be strictly calculated based on number of days they have worked (excluding holidays) vs compulsory basic achievements, internship project submits and for which online attendance is marked by the concerned District Development Officer before last working day of that month.
- d) If a volunteer is absent from his work, the monthly honorarium will be proportionately reduced without any notice, as per the online attendance submitted by the Centres.

8. A. Eligibility Criteria

- a) **Education qualification :** Intermediate/10+2 from any discipline.
- b) **Technical Qualification :** Computer DCA/ADCA or Computer operating Knowledge.
- c) **Age Group :** Minimum 18 years and below 25 years as on 1st April 2024.

8.B. Preference in selection may be given to the following:

1. Candidates having higher educational qualification, Morals, merit, extra-curricular involvement, and basic knowledge of computer application.
2. Preferably, Candidates having the smart mobile phone and basic knowledge of operating different Apps pertaining to e- banking / Paytm, social media etc.



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3. Parents' Membership of MVA Trust PUSA (India) and affiliated Groups/clubs/FPOs.
4. Students who have enrolled themselves as a regular Class students are not eligible for deployment under the Internship Programme, keeping in view of the nature of their full-time assignment.
5. Participation of weaker sections such as SC/ST community will be encouraged and 50:50 gender ratio should be maintained to the extent possible.

9. Inviting applications & Publicity

- a) The concerned District Development Officer of MVA Trust will issue advertisement in local daily newspapers (in local language) having larger circulation. Applications may be invited through online or offline.
- b) If you are a motivated, dedicated individual with a passion for making a difference, we invite you to apply for this exciting opportunity. May apply online on www.mvatrust.com/career to Internship programme or may submit offline form to respective district Branch office/Centres.
- c) The District Development Officer shall use the standard advertisement copy as approved by AICBOS / MVA Trust which consists of all required eligibility conditions. (Sample copy of the approved advertisement is placed at Appendix -A). The District Development Officer will ensure that advertisement copies /circulars will be sent to all colleges, active youth clubs, youth work organization, heads of departments, all NYK, NCC, NSS, Scouts & Guides, Eco clubs and District Red Cross Society officers, heads of leading training institutes and district/block libraries and heads of block/village/Panchayat for getting more and more eligible applications.

10. Submission of online/offline applications: -

- A software application has been developed for online submission of application forms by the candidates. The online application form is available at MVA Trust PUSA (India) website on www.mvatrust.com at career page with apply fee: Compulsory @ 200.00 for UR/OBC/EBC and 150.00 for SC/ST/ Women
- Candidates may also apply through offline application. The Kendra will upload the application form pertaining to offline application received if any by candidates in stipulated time as may be entered in the official register meant for receiving of offline applications.
- District Development Officer can download and take the printout of the online application received for the district. District Development Officers should go through the details regarding the criteria for weightage for ensuring full transparency and no room for any change.
- State Directors/GM are hereby directed that they are over all responsible for monitoring, reporting, and ensuring 100 % compliance.



11. MVAVs Selection Committee

A. selection committee has been approved with the following composition:

1	District Collector/ DM/President	Chairperson
2	1 member from Board of Trustee/AICBOS	Vice-Chairperson
3	1 Eminent Persons in the field of youth/social/education.	Member
4	1 member from Board of Director Executive	Member
5	District Development Officer	Convener

B. Recommendation of Nomination of Expert/Eminent person as Nominee in the MVAVs Selection Committee.

- As per the composition of the selection committee, one eminent person in the field of youth/social/education sector are to be nominated in the district level MVAV selection committee, as nominees will be nominated by President of Organization.

11. Timeline for selection of MVAVs:

Sl. No.	Activity	Time schedule
A	Issue of fresh Advertisement.	01 st March, 2024
B	Last date of receiving application – Online/Offline	25th April 2024
C	Sorting/ Screening of applications and request letters to DM/DCs or Committee (only after receipt of list of approved nominations from AICBOS/Institution)	From 26th April to 29th April 2024
D	INTERVIEW and Meeting of selection committee depending upon the availability of DM/DC/President concerned for fixing date for conducting interviews by Committee.	30 April to 3th May, 2024
E	Declaration of result	By 05 th May, 2024
F	Date of joining for the Newly deployed volunteers and online/Offline registration	05 th -10 th May, 2024

12. Proceedings of selection committee

- The District Development Officer will prepare the proceedings of the selection committee and take approval of AICBOS.
- The selection list will be signed by President, all nominated members, and the convener of the selection committee i.e. DDO.
- Merit List including waiting list will also be prepared as per the 35% proceedings and will be displayed on the notice board/website of MVA Trust.



13. (A). Parameters for selection of MVAVs. (Once Again)

- ✓ Candidate should have basic interest to work as Volunteer.
- ✓ He or she should have sufficient time to attend SWVIP work/Training.
- ✓ Further, leadership ability, organizational skill, motivational capacity, ability to understand dynamics of youth group, sports and cultural talents, and experience in social work etc. should be considered while selecting a candidate.

13. (B). Selection Process: (25 Points Evaluation)

The selection process of a Volunteer for an MVA Trust' internship Programme typically involves the following steps:

- I. **Application Review:** The first step in the selection process is to review the applications to identify the most qualified candidates. This typically involves reviewing resumes/form. **(8 points)**
- II. **Initial Screening:** The next step is to conduct an initial screening of the applicants to determine their eligibility for the program. This may include verifying academic credentials, reviewing relevant experience, and assessing technical skills. **(5 points)**
- III. **Interview:** The next step is to conduct an in-person or virtual interview with the candidates. This provides the organization with an opportunity to get to know the candidates and assess their communication skills, motivation, and overall fit for the programme. **(10 points)**
- IV. **College Reference checks:** The organization may also conduct reference checks with the candidates' college approval or permission letter duly attested or signed by head/principal of his college. **(2 point)**
- V. **Final Selection:** Based on the results of the application review, initial screening, interview, reference checks, the organization will make a final selection of the candidates who will be offered a spot in the internship programme and may check the list on website.
- VI. **Offer Letter and Acceptance:** The selected candidates will be notified of their acceptance and provides with details about the internship programme including the start date, duration, compensation, and expectations. The candidates will then be asked to formally accept the offer and provide any necessary documents.

Note:

It's Important to note that the selection process and committee may vary depending on the specific needs and goals of the MVA Trust Internship program annually and the organization may include additional steps or modify the selection process as needed.



14. Deployment of volunteers (Interns)/ letter of acceptance.

- a) Each block will have 2 volunteers. The volunteers should belong to block in which they are deployed. One volunteer per two wards/ mandals will be deployed in Delhi and Telangana respectively.
- b) Certificate showing residential address/Aadhaar card should be obtained for verification.
- c) Preference will be given to weaker section, women to the maximum possible extent.
- d) At Kendra level, 2 volunteers with computer knowledge are to be deployed for computer work/online reporting/ documentation etc.
- e) District Development Officer will use the specific sample as approved by Hd. Qtrs.. for issuing deployment letter and taking acceptance letter (copies of approved deployment letter and acceptance letter are placed at Appendix –B&C respectively)
- f) All the selected MVAVs for Internship must submit their Volunteer Membership fee Rs. 1100.00 and Training fee deposit Rs. 1000.00 on the time of joining.
- g) The State Directors/GM & District Development Officers concerned should ensure that deployment is made only up to 31st April 2024 for the newly deployed volunteers.

15. Preparation of waiting list.

It is very important that as per merit, block wise waiting list comprising sufficient candidates be approved by the selection committee to deploy candidates against any midterm vacancy / dropout merit list, 35% more than required Interns is to shortlist.

16. Responsibility of State Director/GM:

- i. State Directors/GM and concerned District Development Officers will be responsible for proper selection of MVAVs, identification of recognized training institute and resource person for correctly organizing MVAVs trainings during the stipulated time.
- ii. State Directors/GM and concerned District Development Officers will be responsible to put up all requisite documents dully verified such as merit-based list, applications, confirmation of certificates/ experience etc. before the selection committee.
- iii. The selection committee will be responsible for merit-based selection of volunteers. If the committee decides to overlook the merit, then the reasons for the same may be recorded to avoid any subsequent controversy.
- iv. State Directors/GM will be responsible for compilation and confirmation of correctness of selection records and process and submit compiled report to this Hqtrs. within 10 days of the selection.

17. Extension of volunteers

- As explained earlier, all cases of extension of volunteers, if any, needs to be placed before the MVAV selection committee. Documents such as copy of online reports, achievements,



extra ordinary work done etc needs to be placed before the selection committee for consideration. However, no extension/dismissal can be approved without the recommendation of the selection committee.

- Further, in case of the term of any MVAV is extended in the 2nd year, the extension will be up to 31st March of the extended year or completion of 2nd year term (for the present volunteers) whichever is earlier.

18. Role of District Development Officer (DDO)

The concerned District Development Officer being the convener of the selection committee is responsible for regulation of Centres and all Projects & Training, maintaining absolute transparency and fairness in the entire selection process. The District Development Officer will keep the State Director/GM informed with all up to date steps taken up for selection and project regulation on a regular basis.

18.1 Main Points for consideration and preparatory work prior to selection.

Following are some of main points for perusal/attention of District Development Officers during the selection of MVAVs.

- ✓ First, the MVAVs need to act as a peer leader. Secondly, they are more closely located and being able to communicate and motivate the youth completely in their village/locality should be able to mobilize the youth in desired numbers.
- ✓ The competence, capability, attitude, and aptitude required in MVAVs should be in proportion to the highest standards of results expected to be delivered.
- ✓ In the process, the MVAV is also expected to imbibe and propagate leadership and communication skills, value orientation and patriotism.
- ✓ It would therefore be essential to select educated self-motivated and socially networked youth with demonstrated ability on record.
- ✓ To ensure that the best youth is selected as MVAV it is imperative that the system of selection should be transparent, and merit based.

18.2 The District Development Officer should ensure the following before the commencement of selection:

1. Issue of Advertisement in local leading newspaper (in local language), as per the specimen for advertisement as approved by Hqtrs. For issuing advertisement in local leading newspapers, Rs. 3000/- may be utilized out of the total amount of Rs. 6,000/- sanctioned to each Centre/district.
2. News items in all local leading daily/weekly newspapers/magazines regarding MVAV selection may be issued.
3. Circulars to all NCC, NSS, Scouts and Guides, Red Cross Society, Eco Clubs, active youth clubs/ Mahila Mandals, District/Block level libraries and heads of zila/block/village Panchayat's for ensuring wider publicity.



4. The concerned District Development Officer will put up the matter of MVAV selection to the DM/President who is chairperson of the selection committee, well in advance and seek a date for interview (as per the guidelines of headquarter.)
5. Once the interview date is confirmed, the District Development Officer will issue interview call letters to all concerned candidates by the registered post and email also. Further all candidates will be informed over phone also.
6. Rs. 6,000/- per district is being provided to meet out the interview expenditure including the expenses on advertisements.

18.3 The following aspects also needs to be considered before initiating the revised Selection process for deployment of MVAVs.

- a) Advertisement in the local leading newspaper (in local language) is to be issued by the concerned DISTRICT DEVELOPMENT OFFICER. The prescribed format of advertisement is placed at Annexure A.
- b) The concerned District Youth Officer will also issue news statement for all newspapers and send circulars to all units of NCC, NSS, Scouts and Guides, Red Cross, Eco Clubs, Govt. Libraries, Village/Block / Zila Panchayat, Youth Clubs and Mahila Mandals, District Sports Officer, District Education Officer, Dist. Woman and Child Development Officer, CDPOs, District Disaster Management Cell, College Principals etc. to give wide publicity.
- c) The volunteers who have earlier worked as MVAVs and left in between before completion of their term or already completed their term are not eligible for selection again as MVAVs.
- d) The District Development Officers will download the merit-based list from the MVAV web application and put up the same to the selection committee for merit-based selection. If the committee decides otherwise, then the same may be recorded to avoid subsequent controversy.
- e) PAO zones are directed to release the funds to all Centre/District Branch (@ Rs. 6000/- each) for issuing advertisement and conducting the selection/interview.
- f) It is further directed that the District Development Officers may utilize available fund for issuing the advertisement wherever necessary, after taking the consent of the concerned State Director/GM.

19. Opening of Bank Account and Online registration of volunteers

- After joining, each volunteer must open his or her Bank Account in any Nationalized Bank. Accounts in private banks, Gramin Banks and Co-operative banks are not entertained (Regular saving accounts should be opened in the name of selected volunteer, in any nationalized bank to enable payment of honorarium through DBT/PFMS). After this, each volunteer is to be registered online on the MVA Trust website, which is mandatory, within the time schedule. Requisite proof of address and copy of passbook of volunteer's Bank



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account should be kept as basic documents in the MVA Trust office prior to online registration.

20. Budget.

- Rs. 6000/- per district has been allocated for the purpose of issue of advertisement and meeting the organizational expenditure i.r.o. selection committee meeting etc.

21. Training of Trainers (TOT)

- The State Director/GM will be responsible for conducting two days TOT for MVA Trust officials, Internship Committee, and resource persons in a recognized training institute.

22. INTERNSHIP

- ✓ All selected Interns from block level formally called MVAVs must go through daily/weekly/monthly/quarterly project Assignment/programmes, Internship Committee evaluating Action works and must make proceedings' file and report to District Development Officer, Head of District Branch/Centre systematically.
- ✓ Attending the Internship programme by each volunteer is mandatory.

22.1 7 days Induction Training of Interns

- 1) All selected volunteers need to undergo 7 days induction Internship (in house Internship) in a recognized. Govt. Training Institute. State Directors/GM needs to forward training proposals in advance to Hqtrs for sanction of budget.
- 2) Concerned State Directors/GM are responsible for finalizing/selecting a recognized/reputed Government training institute for the purpose of MVAVs' Internship. The training institute so selected should have proper Internship, boarding & lodging, computer lab and library facilities. It should be centrally located. The process selection / identification of training institute should start with the issue of advertisement, so that delay in selecting a training institute can be avoided and State Directors/GM will have several institutes as options for selection.
- 3) 7 days Induction training of Internship may know or meet a team of professionals, leaders in the Human resources field with necessary information, Basic skills, resources handling and motivation to ensure their effective integration into the new work environment.

22.2 25 Days Orientation and Basic Training

- A primary advantage of an orientation program is that it can strongly boost the effectiveness and production value of Interns while social services. MVAVs that are oriented to the organizational culture and well trained before in induction training, they begin weekly/monthly aimed work or project assignment are more likely to bring immediate returns to project growth with their selected major areas/programme yield "upgrading their skills in development planning, Execution and project management".



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- Basic Training includes sophisticating their achieved/targeted skills upgrading their development in the following 7 minor's most vital dominating skills in professional carriers. It comprises accomplishing computing, filing, reporting and official technical handling with -

1. Social Welfare Management
2. Community Development: SHG/FPO
3. Fundraising & Resource Mobilization
4. Project Management
5. Technical services and Communication
6. Monitoring and Evaluation
7. Social media Research and Advertisements

22.3 7 days Refresher Training Programme

Internship Refresher Training Increase efficiency, reduce mistakes, foster a culture of continuous learning, create parity in Interns Knowledge, promote excellence, achieve compliance, it keeps Interns safe in workplace and finally its help to identify Internship needs and skills gap to all MVAVs.

1. All STATE DIRECTORS/GM are responsible to plan and submit online proposal for Refresher Internship programme for the second-year volunteers.
2. Internship should be planned in such a way that MVAVs should have their training in the neighbouring district. (Training in home district should be avoided).
3. All Internship programmes should be completed as per the time schedule mentioned above. The State Directors are given the full responsibility to decide the Internship venue, Internship team, resource persons and date of Internship to ensure successful Internship.
4. State Directors may book recognized training institutes in advance and submit online Internship proposal to Hqtrs. in time so that necessary fund may be released at the earliest. Guidelines for organising MVAV Internship will be issued separately.

22.4 Monthly/Weekly Official/Field Training and Reporting

- All MVAVs while Internship Induction Training Assigned 2 Major areas/programmes as per Organizational Annual action or coordination programmes as Monthly Project assignment with fixed target as the foundation of Basic Internship in two streams:
 1. MVAVs' COMPULSARY PROGRAMMES AND SERVICES ATTAINMENTS.
 2. MVAVs' COORDINATION ANNUAL ACTION PLAN AND PROGRAMMES.
- Accomplishing all courses, assignment, and Projects all MVAVs are instructed to report Progress and proceedings' files to respective District Development Officer weekly and any take helps or suggestion required during achievements of Internship and Social Services.



त्वमेव प्रकाशः

- Depending on performance, skill learning, attendance, dedication, project Completion, attainments overall gain marking the best Interns will achieve the **Reward Honour of Placement of 60 years job carrier** via campus selection and norms remuneration by Organizational HRM Committee/AICBOS.

23. Internship Schedule : Trainings Process :

❖ Orientation	❖ External Training
❖ In-house	❖ Mentorship

2023.25 SWVIP II SCHEDULE

The SWVIP (Social Welfare Volunteer Internship Program) aims to provide young individuals between the ages of 18 to 25 with an opportunity to contribute to nation-building and personal growth. The program enables participants to engage in various activities focused on both societal development and self-improvement. By serving as active interns, participants gain firsthand experience while aligning with the vision of the MVA Public Charitable Trust to serve the society better.

Sl.	Particulars	Duration
1.	Induction Training	7 days
2.	Orientation and Basic Training	25 days
3.	Refresher Training	7 days
4.	Carrier Guidance workshop	1 day
5.	Quarterly Seminars and Workshop	4 days
6.	Weekly Field Trainings and Reporting	45 days
7.	Monthly Official Trainings and evaluation	10 days
	No. of Days of Training/Annum	99 days
8.	Mentoring & e – Learning (Morning 2 hr. Class)	4 Days / Week
	Yearly Field Movement	240 days
	Monthly On & Average Field working Days	20 days
	Leave (as Government Policies)	
1.	Sick Leave	12 Days
2.	Casual Leave	12 Days
	Analytical Reporting	Weekly
	Progress Report Submission	Monthly
	Project File Inspection & Allotment	Quarterly



त्वमेव प्रकाशः

	Project Allotment & Evaluation	2000 Points
	1st Year : 1400 Points	
	a. Annually : 2 Projects Min. (Compulsory)*	800 Points
	b. Quarterly:3 Projects Min. (Coordination)	600 Points
Opt*	c. Monthly : 8 Projects Min. (Action)* - a. / c.	800 Points*
	2nd Year : 600 Points	
	Annually : 2 Projects Min.	200 Points
	Quarterly : 3 Projects Min.	300 Points
	Office Managements	100 Points

NOTE: The volunteer Applicant need not to apply for Job Vacancies with MVA Trust. The top best Volunteers will be rewarded to a prestigious 60-year job carrier placement in Bihar & Jharkhand State after completion of their Internship of Social Entrepreneurship(SWVIP).

Join MVA TRUST and seize the chance to achieve greatness like never before!"



OUR PROJECTS & ACTIVITIES

Annexure-1-A

The MVA Trust implements a range of major areas/programs as part of its Annual Compulsory Projects and Quarterly/Monthly Action Plan or Coordination Program. These initiatives are designed to address specific targets and objectives. They are closely monitored and supported by the concerned District Authorities/Project In-Charge cum Coordinator (PI-C) to ensure proper execution and examination of each MVAV. Each MVAV must choose at least 2 ACP and 2 CAP (at regular Basis). The selection and prioritization of these areas/programs are based on the unique needs and requirements of the local community.

ANNUAL COMPULSORY PROJECTS (ACP)	ANNUAL
1. Weaker Students Bi-Lingual Communication Enhancement Mission.	1 st Year
2. Sarv Swasthya Abhiyaan: Rastriye Gastric Unmulan Abhiyan	1 st Year
3. AAMAT Bibliography Wikipedia, Survey Book Publishing.	1 st Year
4. Formation of Bhartiya Gramin Mahila Vikas Club / SHGs / FPOs for Social Economic Development & Employment Program at Panchayats	2 nd Year
5. Horticulture Nursery: Economy generation Sapling Plantation.	2 nd Year
6. Sarv Swakchya Abhiyaan: Housekeeping Program	2 nd Year
COORDINATION ACTION PROGRAM (CAP)	QUATERELY
7. Entrepreneurship, Industrial Training and Marketing Program	1 st Year
8. Formation of Atal Bridha Chopaal and Atal Sandya Pathsala/Kids Club at Panchayats Level to run Astha Seva Samridhi Ashram for Public Use.	1 st Year
9. Public Relationship and Consultancy Services	1 st Year
10. Digital Cyber-crime Awareness Program for Youth.	2 nd Year
11. Promotion of Soilless Horticulture Induction, Techniques and Farming using open roof in urban Areas.	2 nd Year
12. Rural Yoga/Fitness/Sports activities & Encouragement Program	2 nd Year



त्वमेव प्रकाशः
**Specialization Trainings to Interns
while Internship:**

सोशल वेलफेयर वॉलंटियर इंटरनशिप / प्रशिक्षण विषय: {अवधि: 2 वर्ष (1 वर्ष +1 वर्ष)}

1. सामाजिक कल्याण प्रबंधन	2. तकनीकी सेवाएं और संचार
3. चंदा एवं संसाधन मोबाइलाइजेशन	4. सामाजिक मीडिया अनुसंधान और विज्ञापन
5. परियोजना प्रबंधन	6. मॉनिटरिंग और मूल्यांकन
7. समुदाय विकास: स्वयंसहायता समूह / किसान उत्पाद संस्था (SHG/FPO) एवं संचालन	

इंटरन को विशेषज्ञता प्रशिक्षण (इंटरनशिप के दौरान):

वर्ल्ड क्लास एजुको-टेक वर्चुअल प्रशिक्षण सिस्टम और पारंपरिक प्रशिक्षण कक्षाएं उच्च / मास्टर स्तर के इंटरनशिप प्रोग्राम का एक अभिन्न हिस्सा बनाने वाले करिक्युलम इकाइयों या प्रशिक्षण मॉड्यूलस से मिलकर बने छोटे-छोटे कोर्सेज निम्नलिखित है :-

प्रशिक्षण शिड्यूल करने के लिए प्रशिक्षण के प्रकार:

1. तकनीकी या प्रौद्योगिकी प्रशिक्षण (नौकरी के प्रकार पर निर्भर करता है)	
2. गुणवत्ता प्रशिक्षण	3. उत्पाद / उद्यमिता प्रशिक्षण
2. कौशल प्रशिक्षण	3. प्रबंधन प्रशिक्षण
4. ओनबोर्डिंग प्रशिक्षण	5. सुरक्षा प्रशिक्षण
6. सॉफ्ट स्किल्स प्रशिक्षण	7. अनिवार्य प्रशिक्षण
8. पेशेवर प्रशिक्षण और कानूनी प्रशिक्षण	9. व्यक्तिगत संबंध प्रशिक्षण
10. टीम प्रशिक्षण	11. क्षेत्र सहयोग्यता प्रशिक्षण

<u>प्रशिक्षण प्रक्रिया:</u>	<u>इंटरनशिप के सिद्धांत:</u>	<u>इंटरनशिप के 5 चरण:</u>
<ul style="list-style-type: none"> ✓ ओरिएंटेशन ✓ इन-हाउस ✓ मेंटरशिप ✓ बाह्य प्रशिक्षण 	<ol style="list-style-type: none"> 1. ओवरलोड 2. रिवर्सिबिलिटी 3. प्रोग्रेशन 4. इंडिविजुअलाइजेशन 5. पीरियडाइजेशन 6. स्पेसिफिसिटी 	<ol style="list-style-type: none"> 1. मूल्यांकन: उद्देश्य स्थापित करना 2. प्रेरणा: सीखना और विकास 3. डिजाइन: योजना और क्रियान्वयन 4. डिलीवरी: लागू करना और सुधार करना 5. मूल्यांकन: स्थिति



इंटरनशिप के विधि और तकनीक:

- ♣ ई-लर्निंग
- ♣ नौकरी पर प्रशिक्षण और सीखना
- ♣ इंस्ट्रक्टर लेड लर्निंग
- ♣ रोलप्ले
- ♣ कोचिंग और मेंटरिंग
- ♣ सिम्युलेशन प्रशिक्षण
- ♣ सहयोगी प्रशिक्षण
- ♣ वीडियो प्रशिक्षण
- ♣ क्रॉस-प्रशिक्षण
- ♣ जॉब शैडोइंग
- ♣ केस स्टडीज
- ♣ पीयर-टू-पीयर लर्निंग
- ♣ स्पेसड लर्निंग
- ♣ गेमिफिकेशन

विशेषज्ञता :

पात्रता : अंडरग्रेजुएट्स (यूजी) और ग्रेजुएट्स

अवधि : 2 वर्ष (नियमित - पहले वर्ष और दूसरे वर्ष)

लगाव : पार्ट-टाइम / फुल-टाइम

सेवा का स्थान : स्थानीय ब्लॉक

पदों की संख्या : 1712 स्वयंसेवी (बिहार: 1068 + 76 कार्यालय वास) **झारखंड:** 520 + 48 कार्यालय वास) इंटरन

सम्मान : अधिकतम रूपए 6500.00 प्रतिमाह (सभी समारोहों के आधार पर सम्मानित)

प्रभार / मोड : किसी भी दो परियोजना (वार्षिक क्रियाकलाप या समन्वय कार्यक्रमों) सेवाएं प्राप्ति + मासिक मानक योजना।

SWVIP SUMMARY:

1.	Online Form Fill up Time Period:	: 01 March 2024 - 25 April 2024
2.	Declaration of result	By 05 th May, 2024
3.	Date of joining for MVAVs	05 th -10 th May, 2024
4.	Applicant / Students Age Group	: 18 Years – 25 Years only (Fresher only)
5.	Work Contribution / Services	: Part – Time with regular Training.
6.	Duration of Internship / Services	: 2 Year (Regular 1 Y + 1 Y)
7.	Place of Services	: Native Block / District
8.	Eligibility (Internship Session: 2024 - 26)	: Intermediate Pass out / 10+2 / UG Perusing duly Selected & Attested by his Institution.
9.	Selection Process	: Interview Basis only (25 Points)
10.	Topic Concern for Interview	: Social Science, Communication, Ethics, Leadership, Common Senses, Social Services, E-Learning, Management, SHG.
11.	VOLUNTEER POST: INTERNS	AREA NO. REMUNERATION
	1. Project In-charge / Coordinator *	: District Level : 1 : ₹ 3500.00
	2. Office Assistant	: District Level : 2 : ₹ 3000.00
	3. Volunteers - MVAVs	: Block Level : 2 : ₹ 2500.00
12.	Training Mode	: E- Learning & Physical Class Training : Centre Training : On Boarding Training : Entrepreneurship 6 Month



त्वमेव प्रकाशः

13.	Volunteer Membership Fee @ 1100.00	: Compulsory at Joining Time / LOA Submission.
14.	Training Fee @ 1000.00	: Compulsory at Joining Time / LOA Submission.
15.	Online Form Fill Up Charge	: Compulsory @ 200.00 for UR/OBC/EBC @ 150.00 for SC/ST/ Women
16.	Branch Extension /Training centres	: Division Level ; Physical Regular Training Will be taken at Organizational Divisional Centres or other Trainings according to DDO Or other selected Institutions within District.
17.	E-Learning Classes	: Respective State Head offices or Faculties Sources on Google Meet or Zoom etc. virtual Platforms. (As Usual Schedule Classes)
18.	District Branch Office/DDO office	: Communication Classes, Skill Development Classes, Entrepreneurs Trainings. Centres have to develop.
19.	Placements	: YES (Campus Placements by organization itself and by other renowned Companies in India.)
20.	Last Date to apply MVA Trust Job Vacancies	: 25th July 2024
21.	Date of Job Interview	: 05 – 10 August 2024
22.	Nature of Job :	Contract , Full Time; abide by rule & Regulation of Organization.



VACANCIES FOR SWVIP INTERNS ACHIEVER

00./Letter No. : 145.3/CBOS/EXT/MVA Trust dt. 10/02/2024

With respect of remaining vacancies of MVA Samvidhan 2021-25 vide Res./00.No: 10/ESP/MVA Trust, PUSA dt. 27/01/2021 and updates in Letter 114/CBOS/EXT.MVA dt. 06/02/2023 or as per manpower requirement of organization to serve our Society; MVA TRUST is offering an **opportunity for SWVIP Interns and all meritorious Aspirants** from society to unlock their extraordinary future. Showcasing exceptional performance, skill learning, unwavering attendance, dedication, and successful project completion can lead to the ultimate reward: a prestigious 60-year job carrier placement with a remuneration package determined by our esteemed Organizational HRM Committee/CBOS in Bihar & Jharkhand State. Join MVA TRUST and seize the chance to achieve greatness like never before!"

SLN	DESIGNATION	ELIGIBILITY	SEATS	BASIC REMUNERATION	LOCATION
1	JOINT SECRETARY	CS	1	40,000.00	NATIONAL REGISTERED OFFICE
2.	INFO SYST. MANAGER	M TECH + EXP 5Y	1	28,500.00	
3.	OFFICE ASSISTANT	DEGREE + DTPA	1	16,500.00	
4.	SUPPORTING STAFF	Degree + ADCA (MVAVs)	2	15000.00	
5.	ASST. GENERAL MNG	MBA HR/FIN + EXP 5Y	2	27500.00	STATES ADMINISTRATIVE OFFICE
6.	PROGRAM MANAGER	MBA HR/FIN + EXP 5Y	2	27500.00	
7.	ADMIN. MANAGER	MBA HR/FIN + EXP 5Y	2	27500.00	
8.	FINANCE MANAGER	MBA FIN + EXP 5Y	2	27500.00	
9.	INFO TECH MANAGER	M TECH (CS) + EXP 5Y	2	27500.00	
10.	OFFICE ASSISTANT	DEGREE + DTPA	2	16,500.00	
11.	SUPPORTING STAFF	Degree + ADCA (MVAVs)	4	12000.00	DIVISIONS BRANCH OFFICE
12.	CDO	BBA/BCA/B. Tech + EXP 2Y	14	26500.00	
13.	MARKETING EXECUTIVE	BBA/BCA/B. Tech+ EXP 2Y	14	23500.00	
14.	FINANCE EXECUTIVE	BBA/BCA/B. Tech+ EXP 2Y	14	23500.00	
15.	TECHNICAL EXECUTIVE	BBA/BCA/B. Tech+ EXP 2Y	14	23500.00	
16.	PROGRAM EXECUTIVE	BBA/BCA/B. Tech+ EXP 2Y	14	23500.00	
17.	TOI HEAD / TCA	DEGREE + EXP 5Y+ EXP 2Y	14	17700.00	
18.	OFFICE ASSISTANT	DEGREE + DTPA	14	16500.00	
19.	SUPPORTING STAFF	Degree + ADCA (MVAVs)	28	15000.00	
20.	CONSULTANT	INTERMEDIATE	5410	15000.00	
21.	DDO	DEGREE + ADCA + EXP 2Y	62	25000.00	DISTRICTS CENTRE
22.	GA. RTF CENTRE HEAD	DEGREE (ADMIN) +EXP 2Y	62	22300.00	
23.	PROJECT INCHARGE	DEGREE + DTPA + EXP 2Y	62	22300.00	
24.	OFFICE ASSISTANT	DEGREE + ADCA	62	16500.00	
25.	COMMUNITY HEAD	INTER + ADCA	8463	1500.00	
		TOTAL SEATS	14,268		



Selection Process for General Aspirants:

- Received application would be scrutinised on the eligibility criteria mentioned in below mentioned table.
- A merit list to be prepared based on the following distribution of marks and top applicants would be called for the interview.
- The top best MVAVs (Volunteers) will get direct placement through the Board of Committee as reward in reference of their well services and records. They need not to fill any separate form for the vacancies.

The selection procedure would be applicable as prescribed as prescribed by taking consideration on the desirable qualification & experience and the competency assessment through personal interview with following weightage:

Sl. No.	Particular	Weightage
1	Point system on essential educational qualification	40
2	Experience in relevant work	40
3	Personal Interview	20
	Total Marks	100

1. Points specification on essential education qualification:

Min. Edu. Qualification	%marks obtained (OM/FM*100)			
	≥ 75%	<75% & ≥60%	<60% & ≥45%	<45%
Degree/Inter. (Science)	40	30	20	10

- 2. Points specification for additional experiences:** 5 points for each additional year of relevant experience will go maximum up to 40 Points.
- 3. Personal Interview:** 20

Interested Eligible candidates from society may apply for the above 60 Years contract Social services job Positions as per rule and regulation of Organization in prescribed format available at <https://mvatrust.com/career> by 25th July, 2024 having Online Form Fill Up Charge Compulsory for 200.00 for UR/OBC/EBC and 150.00 for SC/ST/ Women only. The Selected candidates for interview may acknowledge by mail or will publish on website and their Interview will be conducted by 05 – 10 August 2024.

Sd/-

Secretary

MVA TRUST PUSA (INDIA)





REGISTRATION FORM

I request permission to present myself as MVA Volunteer member at the ensuing Certificate Internship/Volunteer Registration to be held for 2 Years by the Institutions of MVA Trust PUSA (India) in Bihar and Jharkhand State. I declared that the information given below is correct.

PART – I

Name of the Volunteer: _____

Father's Name: _____

Mother's Name: _____

Date of Birth (DDMMYY) __/__/____ UAID: _____

Category: _____ Parent's Contact: _____

Sex: Male / Female Marital Status: Single / Married

Nationality: _____ Aim of Life: _____

Education Qualification: _____ Subject: _____ Session: _____

College/University Name: _____

Address of College: _____

Technical Qualification: 1. _____

2. _____

Age as on 1st April 2023: Year ____ Month ____ Days ____ (Eligible age is 18 years to 30 years).

7. Address:

Village: _____	GP: _____	Ward: _____
Block: _____	City/Town: _____	District: _____
State: _____	Pin: _____	Contact: _____
E-mail ID: _____	UAID: _____	

8. What's your strategy Plan to achieve your Aim of Life? : Indicate Ladders of Success.

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

PART – II

Bank Details:

Name of the A/C holder: _____

Bank Name Branch A/C Type: _____ A/C No: _____

IFSC Code: _____ Branch Name: _____



PART – III

Please Indicate Days available: Sun / Mon / Tues / Wed / Thu / Fri / Sat.

No. of Days' Weekly / Monthly: _____. Approx. Daily Time to spend in social Work _____ hr.

Times available: from _____ To _____

Any Special talents or skills you have that you feel would benefit our organization and the society:

Have you ever participated in the programmes of (NYKs, NSS, NCC, Bharat Scouts & Guides in School / College, Others Volunteer Activities) : _____

Length of Experience: _____ Session of Service: _____

Language Known (Reading/Writing/Spoken) _____

Reference - MVA Trust Membership (if any): Memb. ID No. _____ Date: _____

Declaration

I declare that the particulars furnished in this registration/application are true, complete, and correct to the best of my knowledge and belief. I have neither convicted by any court of law nor in any criminal proceedings anywhere in India. I am fully aware that serving as volunteer is a full-time assignment and I may be assigned any work by my deploying agency. I am solely responsible for the information so furnished.

(Signature of the Applicant)

Name of the Applicant: _____

Date: _____

Place: _____

1. Documents to be attached (Self attested)
2. Copy of the Birth Certificate/Matric Certificate
3. Copy of Certificate of SC/ST/OBC/EBC
4. Copies of Certificates of highest Educational Qualification
5. Copy of Address proof (any one out of UAID/Driving License/Passport/Ration Card)

OFFICE USE ONLY

Registration No. : _____ Date: _____

Batch No. : _____ Group: _____

MVAV ID : _____ Points Obtain/25P: _____

Signature DDO/GM : _____ Verifier: _____



Model notice / advertisement to be circulated/displayed by
DISTRICT DEVELOPMENT OFFICER,
MVA Trust PUSA (India)

CALL FOR MANGALAM VIDYA AHAM VOLUNTEERS (MVAVs)

MVA Public Charitable Trust PUSA (India) seeks enthusiastic persons to help, channelize their energies and capabilities towards nation building activities by organizing them into volunteers' groups having the goal to provide hands – on experience in social welfare Management and equip our interns with the skills and knowledge to make a positive impact in their community; well known as **SOCIAL WELFARE VOLUNTEER INTERNSHIP PROGRAMME**.

You shall be asked to spearhead campaigns/ awareness programme about health, literacy, sanitation, gender and other social issues and may also be called upon to assist the administration in emergency or implementation of various programmes while Internship. Eligibility:

- i) Education at least Under Graduates or Graduates.
- ii) Computer Knowledge and typing.

An honorarium of Rs. 2500 - 3500/-p.m. all inclusively Internship for two years is allowed. This is neither a paid employment nor confers any legal right on the volunteer to claim employment with the Government. Visit the organization's website: www.mvatrust.com for details of the Programmes, application, proforma and apply to the under mentioned officer by _____ (date)

Office of District Development Officer,
MVA TRUST PUSA (INDIA),
District.....

Postal Address:
MVA Public charitable Trust PUSA (India)
(full address with mobile and
Phone no.)



Model Volunteer Deployment Letter

To

Subject: Offer of Engagement as Volunteer under the Social Welfare Volunteer Internship Programme (SWVIP) regarding.

Sir/Madam,

Based on the recommendation made by the Selection Committee constituted for the purpose, it is informed that you have been selected for engagement as a Volunteer under the Social Work Volunteer Internship Programme (SWVIP) of MVA Public Charitable Trust PUSA (India). The terms and conditions of engagement are as under:

- a) The engagement is purely on voluntary basis, for a maximum period of one year (i.e. up to 31st March 2025 only). The volunteer shall perform such duties as assigned to him/her by the competent authority.
- b) During the period of engagement, Honorarium of Rs. 2500-3500/- per month (all inclusive) will be paid. No other allowances shall be admissible.
- c) Volunteer will be entitled to grant of 12 days casual leave each year as amended from time to time.
- d) Engagement carries the liability to serve in any part of the district.
- e) Volunteer is not entitled for Traveling Allowance for joining.
- f) Other conditions of service will be governed by the Scheme guidelines of SWVIP, MVA Trust PUSA (India) and orders issued from time to time.
- g) Engagement is on full time basis and the volunteer will not accept any other assignment during this period.
- h) In case work of volunteer is not found satisfactory, the deployment can be terminated at any time by a notice of one month.
- i) The deployment can also be terminated by the volunteer by giving one month notice.
- j) Volunteer will not have any claim or right for regular appointment to any post under the deploying agency/department.
- k) The volunteer will bring certificate of medical fitness from Authorized Medical Attendant (AMA) at time of his/her joining. Continuation of engagement is subject to physical fitness. He/she is liable to be discharged from the said engagement in case found medically unfit.
- l) If the above terms and conditions are acceptable, you are required to submit an undertaking as in the enclosed proforma and report to the undersigned within 7 days of receipt of this letter.

District Development Officer

MVA TRUST PUSA (INDIA)

District : _____

Date : _____



Model Volunteer Acceptance Letter

To
The District Development Officer
District _____
Postal Address _____

Subject: Letter of Acceptance for Engagement as Volunteer under the SWVIP, MVA Trust.

1. I certify that I have carefully read and understood the terms and conditions mentioned in the Offer Letter for engagement as volunteer under SWVIP, MVA Trust PUSA (India).
2. I understand and am fully aware that after the completion of my tenure as a volunteer under Social Work Volunteer Internship Programmes, I will not have any right or claim for employment in the deploying agency/Department.
3. I understand and agree to abide by the Guidelines, terms, and conditions of my engagement under the Programme SWVIP.
4. I undertake to abide by the rules and regulation of the deploying agency/Department during the tenure of my engagement as a volunteer.
5. I understand that any breach of the terms and conditions would entail termination of my deployment on one month's notice and that the decision of the deploying agency/Department in this regard shall be final and binding on me.
6. I certify that I was not registered as a volunteer under the National Service Volunteer (NSV) Scheme and Rastriya Sadbhavana Yojana (RSY) or any other agencies/Institution.
7. I am presently not enrolled for any regular Class attending academic course nor do I intend to get enrolled during the period of my engagement.
8. I certify that I have never been arrested/prosecuted/kept under detention/fined/ convicted by a Court of Law for any offence. Further, no criminal case is pending against me in any Court of Law.
9. I do hereby declare that the particulars furnished by me in my application are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, I am liable for termination of my engagement as a volunteer without assigning any reason.

(Signature of applicant)

Date : _____

Name of applicant.: -----

Place : _____



Thanks Note

In closing, MVA Trust would like to express our deepest gratitude to all the Program Coordinators, volunteers, supporters, and partners who have joined us on this journey of empowerment and community upliftment. Your dedication, passion, and unwavering commitment will make a significant difference in the lives of underprivileged individuals and communities.

We believe that together, we can create a world where equal opportunities are accessible to all, regardless of their circumstances. Your contributions, whether big or small, have contributed to the positive impact we have achieved so far. Your efforts have helped us provide education, healthcare, and self-development opportunities to those in need, enabling them to build better futures for themselves and their communities.

As we move forward, let us continue to work hand in hand, empowering lives and building stronger communities. Let us remain guided by the values of integrity, transparency, and accountability, ensuring that our actions are always in the best interest of those we serve.

Thank you for being a part of the MVA Trust family. Your support has made all the difference, and we look forward to continuing this meaningful journey together.

With gratitude and warmest regards,

MVA Trust.