

SELECTION PROCESS CIRCULAR

(For All Prospective Members / Candidates)

Goonj Shiksha Niketan is being operated by **Anjveda Vikas Sansthan**. For any kind of information, candidates are advised to visit our official website <https://goonjshikshaniketan.com/> or contact on the phone numbers provided on the website.

If you are applying through any **Authorized Vendor**, please obtain complete information from your vendor only.

This circular is related to the **selection process of members** in Goonj Shiksha Niketan. Kindly read it carefully to understand all job-related details clearly.

Step 1: Job Application Form

First of all, candidates must download the **Job Application Form** from: <https://goonjshikshaniketan.com/downloads/>

Take a printout and fill it neatly using a **Blue/Black pen**.

Submit the filled application form along with the following documents:

- Qualification Certificates
- Aadhaar Card
- PAN Card
- Passport Size Photograph

You may submit the documents at our office personally, or send them via email to **goonjshikshaniketan@gmail.com**, or post them to the address mentioned in the application form.

If you are applying through an Authorized Vendor, then the complete responsibility of the process will remain with the respective vendor.

Step 2: Interview Process

After submission of documents, you will receive a call from our office with complete details regarding the **Online Interview**.

The interview will be conducted through **Google Meet** and will be taken by an authorized member of **Anjveda Vikas Sansthan**.

If you are applying through a vendor, your interview details will be shared by your vendor.

Interview Evaluation Criteria (Total Marks: 20):

1. Personality
2. Timely Presence in Interview
3. Professional Knowledge
4. General Knowledge

To qualify, candidates must score a minimum of **13 marks out of 20**.

After the interview, your score will be informed to you. If selected, you will be guided about the next process.

Step 3: Provisional Letter & Security Deposit (DD)

After successful interview, the organization will issue a **Provisional Letter of Authorization**.

After that, the candidate must submit a **Demand Draft (DD)** as **Security Money** to the organization.

Candidates are not required to visit the bank to make a DD compulsorily. You may deposit the amount through:

- Bank Transfer
- UPI

After depositing the DD amount, candidates must download the “**DD Letter for Members**” from:

<https://goonjshikshaniketan.com/downloads/>

Fill it completely and submit it to the office **within 5 days** of payment.

If this is not done within 5 days, the DD amount will be treated as **donation (Gupt Daan)** and no claim will be entertained.

DD details are available designation-wise on our website:

<https://goonjshikshaniketan.com/job-requirements/>

The DD amount will be refundable **after 3 years**, as per DD refund rules and regulations.

Special Facility for Fresh Candidates (Target System)

If any **fresh candidate** is not able to submit the DD amount, the organization has provided a **Target System**.

On successful completion of the assigned target, the DD will be **fully waived off**, and the candidate will be given direct joining.

(Target details are designation-wise and can be obtained from the office or website.)

DD Refund Rules (After 3 Years)

The DD amount will be refunded only if:

1. The candidate has completed **continuous 3 years of active service**.
2. No financial or disciplinary case is pending.
3. All documents and reports are duly submitted.
4. No violation of the rules and regulations of the organization.

Only after fulfilling these conditions, the DD amount will be refunded.

Step 4: Final Documentation Process

After completion of the DD process, candidates must complete the final documentation, which includes:

- Member's Contract
- PF Contract
- Final Joining Form
- Rules & Regulations (Teacher / Management Body)
- Letter of Working Location & Responsibility
- Bank Passbook Copy / Bank Statement Copy

After completing all documentation, candidates will receive the **Final Letter of Authorization**. Duties will start as per the **Date of Joining** mentioned in the letter.

Step 5: Reporting & Attendance

After receiving the Letter of Authorization, candidates must submit their **Job Reporting Form** to their Senior Member.

Only after this, the attendance will be considered valid.

If any document is found incomplete, the attendance will not be accepted.

If you are associated through an Authorized Vendor, please confirm all details with your vendor in advance to avoid any future issues.

Important Note

Goonj Shiksha Niketan / Anjveda Vikas Sansthan is not responsible for any fake agents, false commitments, or unauthorized persons. Candidates are advised to proceed only through the **Official Website, Office, or Authorized Vendors.**