



केन्द्रीय हस्त औजार संस्थान, जालन्धर
CENTRAL INSTITUTE OF HAND TOOLS, JALANDHAR

भारत सरकार की सोसायटी
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Government of India Society
Ministry of Micro, Small & Medium Enterprises



ISO 9001:2008
ISO 14001:2004
Certified Institute

**MANPOWER REQUIREMENT FOR DDUGKY PROJECT AT CIHT JALANDHAR
(MSME TOOL ROOM)**

Following DDUGKY SOP / SSC certified staff/trainers are required at Ciht Jalandhar for DDUGKY Project purely on contract basis through TPA:

S.No.	Position	No.	Qualification
1	Operation / QC Associate (DDU GKY SOP Certified)	1	Graduation in Engineering / science discipline from recognised Institution. In line Experience shall be preferred
2	MIS Associate (DDU GKY SOP Certified)	1	Graduation in Engineering / science/ IT discipline from recognised Institution. In line Experience shall be preferred
3	Community Mobilization Specialist	1	Any graduate, from recognised Institutions. Candidates having knowledge of marketing , admission, counselling and regional language shall be preferred
4	Admission Counsellor	1	Any graduate, from recognised Institutions. Candidates having knowledge of admission, counselling and Data entry shall be preferred
5	Placement Executive	1	Graduate in any discipline, from recognised Institute. Post graduate (preferably MBA) shall be given priority
6	Soft Skills/ Communication Skill Trainer (Preferably SSC Certified)	1	Graduation / Post Graduate in English or MBA , from recognised Institutions, Experience in the field of Teaching and Professional training shall be given priority
7	CAD/CAM Trainer (Preferably SSC Certified)	1	Graduation in Mechanical Engineering or its equivalent from recognised Institution. Candidates having knowledge of CAD/CAM software, CNC programming & Operation shall be preferred.
8	Mechatronics / PLC Trainer (Preferably SSC Certified)	1	Graduation in Mechanical / Electronics / Mechatronics or its equivalent from recognised Institution. Candidates having knowledge of Robotics, MATLAB, PLC, H&P and Embedded system shall be preferred.
9	CNC Trainer (Preferably SSC Certified)	1	Graduation in Mechanical Engineering or its equivalent from recognised Institution. Candidates having knowledge of CAD/CAM software, CNC programming & Operation shall be preferred.

More information including the application form regarding above positions are available at our website www.ciht.in. Salary as per Industry norms and shall commensurate with qualifications and experience. **Application should reach to the above mentioned address on or before 02.02.2019.** No TA/DA shall be given for attending the selection process. CIHT reserves the rights to accept/reject any or all applications without assigning any reason thereof.

1. Operation / QC Associate (DDUGKY SOP Certified) 1 No.

Educational Qualification: Graduation in Engineering / science discipline from recognised Institution.
In line Experience shall be preferred.

Experience – 1 year, experience in handling skill development projects like DDUGKY, NULM, PMKVY etc.,

Expected knowledge – DDUGKY SOP Certified, Knowledge of all SOP's of DDUGKY Project

Other skills and requirements – Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms

Roles and responsibilities:

- Manage, coordinate and supervise overall DDU GKY trainings.
- Ensuring that training/revenue targets are met.
- Coordinate and communicate about the program to the team member, State Universities, etc. and develop a resource team for the project.
- Network with the local people and implement the training programs along with them.
- Ensuring the course content is relevant and effectively delivered to the student
- Plan and conduct Training of Trainers.
- Ensuring periodic assessments and certifications of trainees.
- Daily monitoring of training Program, documents and data verification.
- Conducting Inspection for Due Diligence.
- Training Inspection and verification.
- Hostel Facilities' Inspection.
- Placements & OJT Verification.
- Documenting and maintaining the verification reports.
- Submitting the Verification reports to the SRLM / Q-Team Head.
- Ensure that processes are established, implemented and maintained as per the SOP guidelines.
- Review and maintain the Quality System and ensure its completeness and accessibility.
- Managing Internal and External Audits & acknowledge the inputs wherein by the auditors promptly .

2. MIS Associate (DDUGKY SOP Certified) 1 No.

Educational Qualification: Graduation in Engineering / science/ IT discipline from recognised Institution.

Experience – 1 year, experience in handling skill development projects like DDUGKY, NULM, PMKVY

Expected knowledge – DDUGKY SOP Certified, Knowledge of all SOP's of DDUGKY Project

Other skills and requirements – Good English communication, Good Public Relations, Proficient in MS-Office, Data Entry and Social Media platforms.

Roles and responsibilities:

Familiar with online portal & notification related to skill development project. Knowledge of segregation & collection of various data as per requirement such as training target & Achievement, formation of batch training & Placement etc., and uploading of error free data on the portals

3. Community Mobilization Specialist 1 No.

Educational Qualification: Any graduate, from recognised Institutions. Candidates having knowledge of marketing, admission, counselling and regional language shall be preferred

Roles & Responsibility –

- To visit different rural area of Punjab, preferably Jalandhar, Hoshiarpur and Kapurthalla district.
- Collecting data of unemployed youth of poor family from various villages
- Conduct/ organize seminar at village/ block level in coordination with team concerned.
- Collecting data of unemployed youth of poor family from district Employment Exchange office
- Advertisement of courses offered by CIHT under DDU-GKY, Specially all villages/ block of Jalandhar, Hoshiarpur and Kapurthalla district.
- And as assigned / required by authority concerned.

4. Admission Counsellor 1 No.

Educational Qualification: Any graduate, from recognised Institutions. Candidates having knowledge of admission, counselling and Data entry shall be preferred

Roles & Responsibility:

- Work like a mentor or a guide to help student throughout the training programs.
- Assist in crafting the list of candidates.
- Guide the candidates in selection of right courses
- Provide right information about the courses to the candidates.
- Inform all candidates about the detailed scheme and curriculum of the training courses
- Selecting right candidates for right courses
- Communicate effectively with student in a timely manner.
- Take time to get to know the student individually.
- And as assigned / required by authority concerned.

5. Placement Executive 1 No.

Educational Qualification: Any graduate, from recognised Institute. Post graduate (preferably MBA) shall be given priority

Experience – 1 year experience in relevant field.

Expected knowledge –

- Excellent Communication Skills
- Should have relevant experience of placement of students in educational institute or skill development programs run by govt.

- They must have hands on presentation skills, Interpersonal skills to work as a team.
- They should must have initiatives and creativity skill.

Other skills and requirements –

Good Public Relations, Proficient in MS-Office, Social Media platforms, Good presentation skills

Roles and responsibilities:

1. Monthly identification of Placement Load and Skill Set Mapping
2. Submission of Monthly OJT /Placement Plan as per project guidelines
3. Requirement/Lead generation to meet Monthly Targets
4. Arranging Job Fairs/Campus Interviews
5. To take part in Screening/selection Process of the candidates
6. To conduct pre placement sessions for expectation management of the candidates (At least once in a month)
7. Preparation of Monthly Placement MIS and Record keeping
8. Ensuring up-gradation/career progression of placed/experienced candidates
9. Regular Company Visits to build strong relationship with clients

6. Soft skills/ Communication skill Trainer (Preferably SSC Certified) 1 No.

Educational Qualification: Any graduate, from recognised Institutions. Post graduate preferably MBA shall be given priority

Experience – 1 year, experience in conducting Soft skills and communication skill training

Expected knowledge – Excellent Communication Skills. Should have relevant experience into training of minimum 6 months, Must have hands on presentation skills, Interpersonal skills to work as a team. And should take initiatives.

Experience in the field of teaching and professional training, SSC Certified trainers will be preferred

Roles and responsibilities:

Provide Training on:

- Communication skills, Personality Development, Employability skills, Email Etiquettes, Power Point Presentation skills
- Taking assessments and grading students as per requirements.
- Understanding students' ability and customizing training content
- Having creativity to arrange for activities and competitions to boost learning
- Maintaining reports as required by centre and Head Office.

7. CAD/CAM Trainer (Preferably SSC Certified 1 No.

Educational Qualification: Graduation in Mechanical Engineering or its equivalent from recognised institution.

Experience – 1 year experience in the field of teaching and professional training, SSC Certified trainers will be preferred

Expected knowledge

- Candidates having knowledge of CAD/CAM software, CNC programming & Operation.
- Candidate having teaching + Industry hands on experience on CAD/CAM Software
- Should independently handle the CAD/CAM software, Installation & Maintenance and setup etc,
- Should independently conduct Technical CAD/CAM/CNC Training's, live Projects & Promotional activities.
- Must have excellent communication skills and knowledge of regional language.

Other skills and requirements – Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms, ICT , Good presentation skills.

8. Mechatronics /PLC Trainer (Preferably SSC Certified 1 No.

Educational Qualification: Graduation in Mechanical / Electronics / Mechatronics or its equivalent from recognised Institution.

Experience – 1 year experience in the field of teaching and professional training, SSC Certified trainers will be preferred

Expected knowledge:

- Candidates having knowledge of Robotics, MATLAB, PLC, H&P and Embedded system shall be preferred
- Candidate having teaching + Industry hands on experience on programming and operation of PLC System.
- Should independently handle the H&P machine setup, tooling setup, programming & troubleshooting.
- Should independently conduct Technical Training's, Work Shops, live Projects & Promotional activities.
- Must have excellent communication skills and knowledge of regional language.

Other skills and requirements – Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms, Good presentation skills.

9. CNC Trainer (Preferably SSC Certified 1 No.

Educational Qualification: Graduation in Mechanical Engineering or its equivalent from recognised institution.

Experience – 1 year experience in the field of teaching and professional training, SSC Certified trainers will be preferred

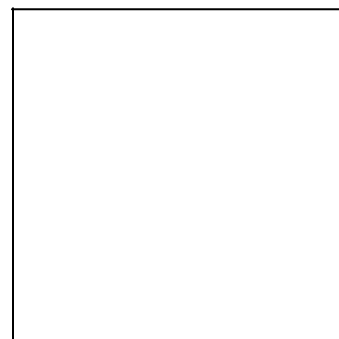
Expected knowledge:

- Candidates having knowledge of CAD/CAM software, CNC programming & Operation.
- Candidate with Teaching + Industry hands on experience on programming and operation of CNC lathe & mill machines.
- Should independently handle the CNC machine setup, tooling setup, programming & troubleshooting.
- Should independently conduct Technical CAD/CAM/CNC Training's, Work Shops, Projects & Promotional activities.
- Must have excellent communication skills and knowledge of regional language.

Other skills and requirements – Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms, Good presentation skills.

APPLICATION FORM

CENTRAL INSTITUTE OF HAND TOOLS
A Government of India Society
GT Road Bypass, opposite saheed Bhagat singh Colony
Jalandhar City-144008 (Punjab) India
Ph. No. : 0181-2290196-2290225
Website: www.ciht.in, E-mail: info@ciht.in



Name of the post applied for

1.	Name (in Block letters)	
2.	Date of Birth	
3.	Father's Name	
4.	Father's Occupation	
5.	Father's Address (Last address, if dead)	
6.	Complete Postal Address (Present)	
7.	Permanent Address	
8.	Phone No./ Mobile No.	
9.	E- mail ID:	
10.	Nationality	
11.	Religion	

12. Educational Qualifications (Matriculation onward):

Sr. No.	Examination	Year of Passing	Name of the University/Board	Subjects of study	Class or division	% of Marks

Attach self-attested copies of testimonials in support of your qualification

13. Experience (in chronological order)

S. No.	Name of the employer	Period		Designation & Nature of duties	Pay scale / Total Salary	Reason for leaving
		From	To			

Attach self-attested copies of certificates in support of your experience.

14.	Languages	Speak	Read	Write		
	i.					
	ii.					
	iii.					
15.	Extra-Curricular Activities					
16.	Any specialized training / course attended/ TOT Certification					
17.	Marital status					
18.	Whether belongs to SC / ST / OBC / Ex-serviceman / handicapped (if so, give details and enclose copy)					
19.	Is any disciplinary / vigilance enquiry pending / contemplated against you?					
20.	Have you any objection to make reference to your employer?					
21.	Minimum joining time required					
22.	Any other information which you wish to be recorded may be mentioned in this column.					
23.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> i. Name : _____ Position : _____ Address : _____ _____ </td> <td style="width: 50%; padding: 5px;"> ii. Name : _____ Position : _____ Address : _____ _____ </td> </tr> </table>				i. Name : _____ Position : _____ Address : _____ _____	ii. Name : _____ Position : _____ Address : _____ _____
i. Name : _____ Position : _____ Address : _____ _____	ii. Name : _____ Position : _____ Address : _____ _____					

Dated

Signature of the applicant

Note:

- Use additional sheets wherever necessary.
- Suppression of any relevant information or incomplete replies to the question in this application form will entail disqualification for appointment subsequently.
- Attach copy of testimonials in support of your qualification, experience.