



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 TECHNOLOGY CENTRE)**

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

S.No.	Position	No.	Qualification / Experience
1	Centre Head (DDU GKY SOP Certified)	1	Graduation in Engineering / science discipline from recognised Institution. Experience: 2 year In line Experience shall be preferred
2	Quality Team Head (DDU GKY SOP Certified)	1	Graduation in Engineering / science/ IT discipline from recognised Institution. Experience: 2 year 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 Experience: 1 year In line Experience shall be preferred
4	Post Placement Executive	1	Graduate in any discipline, from recognised Institute. Post graduate (preferably MBA) shall be given priority Experience: 1 year In line Experience shall be preferred
5	CNC / VMC Trainer (Preferably TOT Certified)	2	Graduation in Mechanical Engineering or its equivalent from recognised Institution. Candidates having knowledge of CAD/CAM software, CNC programming & Operation shall be preferred. Experience: 2 year In line Experience shall be preferred

More information including the application form regarding above positions are available at our website [www.ciht.in](http://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 20.12.2019. 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. Centre Head (DDUGKY SOP Certified) 1 No.**

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

**Experience** – 2 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. Quality Team Head (DDUGKY SOP Certified) 1 No.**

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

**Experience** – 2 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:**

- Require good domain knowledge (Quality parameters, the SOP of DDUGKY)
- Conducting the Q team Inspection for DD
- Preparation of the Final Due Diligence Report
- Submitting the final Due Diligence Report to SRLM
- Conducting the Q team inspection when the batch starts
- Submitting the Q team inspection report to SRLM and CTSA
- Daily monitoring of training centre, documents verification and data verification
- 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
- Candidate satisfaction and dissatisfaction
- Performance of candidates in formative assessments
- Performance of candidates in summative assessments
- Adherence to lesson plan and training calendar
- Hostel Facilities and Quality inspection
- Status of OJT conducted for each student
- Performance in projects against targets and annual action plan
- Having experience in skill Development project i.e. DDUGKY only.

**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:

Experience: 01 year in line experience

**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. Post 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:**

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

## **5. CNC / VMC Trainer (Preferably TOT Certified 2 No.**

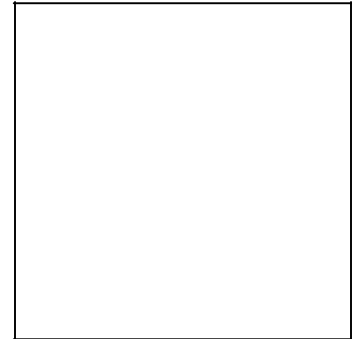
**Educational Qualification:** Graduation in Mechanical Engineering or its equivalent from recognised institution.

**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.

## 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](http://www.ciht.in), E-mail: [info@ciht.in](mailto: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	.
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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.	Reference:			
	i. Name : _____ Position : _____ Address : _____ _____	ii. Name : _____ Position : _____ Address : _____ _____		

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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.