**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:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Position</th>
<th>No.</th>
<th>Qualification / Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centre Head (DDUGKY SOP Certified)</td>
<td>1</td>
<td>Graduation in Engineering / science discipline from recognised Institution. Experience: 2 year In line Experience shall be preferred</td>
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<tr>
<td>2</td>
<td>Quality Team Head (DDUGKY SOP Certified)</td>
<td>1</td>
<td>Graduation in Engineering / science/ IT discipline from recognised Institution. Experience: 2 year In line Experience shall be preferred</td>
</tr>
<tr>
<td>3</td>
<td>Community Mobilization Specialist</td>
<td>1</td>
<td>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</td>
</tr>
<tr>
<td>4</td>
<td>Post Placement Executive</td>
<td>1</td>
<td>Graduate in any discipline, from recognised Institute. Post graduate (preferably MBA) shall be given priority. Experience: 1 year In line Experience shall be preferred</td>
</tr>
<tr>
<td>5</td>
<td>CNC / VMC Trainer (Preferably TOT Certified)</td>
<td>2</td>
<td>Graduation in Mechanical Engineering or its equivalent from recognised Institution. Candidates having knowledge of CAD/CAM software, CNC programming &amp; Operation shall be preferred. Experience: 2 year In line Experience shall be preferred</td>
</tr>
</tbody>
</table>

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, E-mail: info@ciht.in

Name of the post applied for  ………………………………………..  

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

12. Educational Qualifications (Matriculation onward):

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<tr>
<th>Sr. No.</th>
<th>Examination</th>
<th>Year of Passing</th>
<th>Name of the University/Board</th>
<th>Subjects of study</th>
<th>Class or division</th>
<th>% of Marks</th>
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Attach self-attested copies of testimonials in support of your qualification.
### 13. Experience (in chronological order)

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<tr>
<th>S. No.</th>
<th>Name of the employer</th>
<th>Period From</th>
<th>Period To</th>
<th>Designation &amp; Nature of duties</th>
<th>Pay scale / Total Salary</th>
<th>Reason for leaving</th>
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Attach self-attested copies of certificates in support of your experience.

### 14. Languages

<table>
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<tr>
<th></th>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
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<td>ii.</td>
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<td>iii.</td>
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### 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 : ________________________ | ii. | Name : ________________________ |
|   | Position : ____________________ |   | Position : ____________________ |
|   | Address : ____________________  |   | 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.