

Application form for posts under SAMC

Last date to submit the application: 15.10.2019, 5:00 PM

Registered/ Speed post/By hand

To

The Director,
Skill Development & Industrial Training Department, Haryana
Kaushal Bhawan, Plot No. IP-2, Sector-3, Majri Chowk,
Panchkula, Haryana.

Self attested
passport size
photograph

Subject: Application for the contractual post of

**..... under State
Apprenticeship Monitoring Cell (SAMC) under STRIVE project.**

Respected Sir,

With reference to the advertisement published in various Newspapers on dated 19.09.2019 by your department for recruitment of the above post, I wish to work on the contractual post of under State Apprenticeship Monitoring Cell under STRIVE project in your organization.

My details are as under:

Name of the applicant								
Father's Name/ Husband Name								
Permanent Address								
Address for correspondence								
Phone Number		Mob			Mob			
Email								
Date of Birth		DD	MM	YYYY	Age as on 01.01.2019	Years	Months	Days
Educational Qualifications (Must attach self attested photocopies of every qualification)								
	Examination	Year of Passing	Board/College/ University from where passed		Marks %	Remarks		
i								
ii								
iii								
iv								
v								
vi								
v								

Experience

S. No	Name of Organization/ Institute	Post Name	Duration of experience Dated to Dated	Total Experience in year/ months	Amount of last Salary drawn per month*
1.		 to		
2.		 to		
3.		 to		
4.		 to		
5.					
6.					
Total Experience					
<i>*Note: Must attach self attested proofs of salary e.g. salary slips / salary certificates for every experience mentioned above, issued by concerned organization/ establishment/ Industry, to establish the genuineness of the experience otherwise it will not be considered.</i>					

Give details if having any professional achievements/ appreciations:

(May attach separate sheets for these proficiency if required)

Capabilities which make you exclusive among others for this post, please mention:

Fill the following information if applicable for the post applied for:

❖ Please mention about your proficiency in Computer Operation:

❖ Please mention about your proficiency in documentation and report writing skills:

❖ Please mention about your good command in written and spoken English.

❖ Please mention about your experience and expertise about conducting workshops/ seminars in the organization(s) you have worked :

(May attach separate sheets for these proficiencies, if required)

I am enclosing herewith the self-attested photocopies of my educational qualifications, experience etc. with this application form.

A Demand Draft No.....dated..... bankfor non-refundable application fee of Rs. 500/- in favour of Director, Skill Development and Industrial Training Department, Haryana, Panchkula is also attached with the application form, Or my demand draft no. datedattached with my previous application form applied earlier for this post advertised in March, 2019, by your department, may be considered/accepted as application fee for this post.

I declare that all the information given in this application form are true and accurate to the best of my knowledge and I fulfill the essential qualifications for the post applied for. I have seen the essential qualifications and criteria of selection for this post available on your department website. If any document and information filled in this form is found false/wrong at any stage or my application form is found incomplete, then I will be responsible for the same and consequences thereof and my candidature may be cancelled.

Thanking you,

Dated:

Signature of Applicant

Encls.:

Name.....

Address.....

.....

Terms & Conditions:

1. Please submit separate application form with separate fee for every post if wish to apply.
2. Post wise essential qualifications, experience, age, selection criteria and other conditions are attached herewith. Before applying for any post, candidate must ensure that he/she fulfill all these conditions. Self attested copies of all relevant documents and 10th class certificate as proof of age must be attached.
3. This Directorate reserves the right to withdraw/ cancel the process of recruitment for any or all the posts and modify any terms and conditions at any stage, without assigning any reason.
4. The applications received in this Directorate after the last date and time fixed for submission of applications, shall not be considered and will be rejected without any intimation. This department will not be responsible for any postal delay.
5. The posts are of purely contractual nature and will be filled up initially for one year which is extendable until grants are available under World Bank assisted STRIVE project of Govt. of India.
6. No TA/DA shall be given for attending written test / interview.

Essential qualifications, Age and Selection Criteria for various posts

under SAMC:

Sr. No	Posts and Responsibilities	Qualifications/Experience/Age
a)	<p>Consultants - (Manufacturing, Service Sector) Fixed Salary Rs. 70,000/- Per month</p> <p style="text-align: center;">02 posts for Manufacturing Sector & 01 post for Service Sector</p>	<p><u>Consultant Manufacturing Sector- 02 posts</u></p> <ol style="list-style-type: none"> 1. The candidate must possess B. Tech degree in Mechanical / Electrical / Production / Electronics & Communication Engineering or its equivalent passed in full time regular mode with minimum 60% marks from AICTE approved institution/ university. 2. MBA from any recognized university passed in regular mode. 3. Total Five years experience from any Industry registered under Companies Act working in Manufacturing Sector or NSDC/ State Skill Missions/ Sector Skill Councils recognized by NSDC. 4. Proficiency in Computer Operation and excellent documentation and report writing skills. 5. Good command in written and spoken English. 6. Age maximum 45 years <hr/> <p><u>Consultant Service Sector - 01 post</u></p> <ol style="list-style-type: none"> 1. The candidate must possess Masters degree in Commerce, Economics, Tourism passed in full time regular mode with minimum 60% marks or Chartered Accountant registered with ICAI. <p><u>Additional desirable qualification:</u></p> <ol style="list-style-type: none"> MBA from any recognized university passed in regular mode. 2. Total Five years experience from any Industry/ Organization registered under Companies Act working in Service Sector or NSDC/ State Skill Missions/ Sector Skill Councils recognized by NSDC. 3. Proficiency in Computer Operation and Excellent documentation, report writing skills, 4. Good command in written & spoken English. 5. Age maximum 45 years
	<p>Roles and Responsibilities: To provide support, create awareness and make liaison for implementation of the Apprentices Act in Manufacturing sector and Service sector establishments and related stakeholders</p>	

b)	Consultant – (IT Consultant) Fixed Salary Rs. 70,000/- Per month	01 Post	<p><u>Consultant IT Sector – 01 post</u></p> <ol style="list-style-type: none"> 1. The candidate must possess B. Tech degree in Computer Science / Information Technology or its equivalent passed in regular mode with minimum 60% marks from AICTE approved institution / University. 2. MBA from any recognized university passed in regular mode. 3. Total Five years experience from any Industry/ Organization registered under Companies Act working in IT Sector or NSDC/ State Skill Missions/ Sector Skill Councils recognized by NSDC. 4. Excellent documentation, report writing skill and good command in written & spoken English. 5. Age maximum 45 years
c)	<p>Apprenticeship Executive Officer (Total 02 posts) Salary fixed @ Rs. 45,000/- p.m.</p> <p>Roles and Responsibilities: To provide support to JD SAMC and Consultants for implementation of the Apprentices Act</p>	01 post	<ol style="list-style-type: none"> 1. B.Tech degree in Mechanical / Electrical / Electronics & Communication Engineering or its equivalent, passed in full time regular mode with minimum 60% marks, 2. <u>Three</u> year experience in Large/Medium industry or NSDC/ State Skill Missions/ Sector Skill Councils recognized by NSDC. 3. Proficiency in Computer Operation and communication skills 4. Excellent documentation, report writing skills and good command in written & spoken English. 5. Age maximum 42 years <p><u>Additional Desirable qualification:</u> Full time regular mode MBA degree</p>
		01 post	<ol style="list-style-type: none"> 1. Full time regular mode B. Tech degree in Computer Engineering /Information Technology its equivalent, passed with minimum 60% marks, 2. Three year experience in Large/Medium industry or NSDC/ State Skill Missions/ Sector Skill Councils recognized by NSDC. 3. Proficiency in communication skills Excellent documentation, report writing skills and good command in written & spoken English. 4. Age maximum 42 years <p><u>Additional Desirable qualification:</u> Full time regular mode MBA degree.</p>
d)	<p>Multi Tasking Staff Technical Assistant/ Assistant/ Account Assistant Fixed Salary Rs. 25,000/- p.m.</p> <p>Roles and Responsibilities: To provide ministerial support</p>	Total 04 Post	<p>Technical Assistant- One Post.</p> <ol style="list-style-type: none"> 1. Full time regular mode Diploma in Computer Engineering / Information Technology/ Mechanical / Electrical or its equivalent, passed with minimum 60% marks, 2. Two year experience in Large/Medium industry or Government organization/ undertaking or NSDC/ State Skill Missions/ Sector Skill Councils recognized by NSDC. 3. Proficiency in communication skills Excellent documentation, report writing skills and good command in written & spoken English. 4. Age maximum 42 years

		<p><u>Assistant: Two posts</u></p> <ol style="list-style-type: none"> 1. The candidate must possess Bachelor degree in any stream passed with minimum 50% marks from any university. 2. Three years Diploma in Modern Office Practices from State Board of Technical Education of any State. 3. HARTRON empanelled Data Entry Operator/ Computer Professional 4. Two years experience in any Government organization 5. Age maximum 42 years
		<p><u>Accounts Assistant:-One post</u></p> <ol style="list-style-type: none"> 1. The candidate must possess Bachelor degree passed from any university. 2. Minimum ten years experience in any Government organization as Accounts Assistant/Cashier. 3. Age maximum 60 years.

Note: The maximum age of the applicant shall be considered as on 1st January of the preceding year of the advertisement.

Selection criteria:

Name of post	Criteria	Marks
Consultant (Manufacturing/ Service Sector/ IT Sector) and Apprenticeship Executive Officer	For possessing any one additional higher qualification other than prescribed as essential	03 Marks maximum
	For possessing desirable qualification, if prescribed	03 Marks maximum
	Relevant experience beyond prescribed/ essential duration	02 Marks per year / 01 mark per six completed months (maximum 10 marks)
	Written examination (Syllabus will include relevant technical field, computer awareness, general awareness about Haryana /India, skilling ecosystem in India, long term and short term skilling schemes run by Government)	Total 40 Marks (Pass marks minimum 40%) No negative marking
	Interview	14 Marks
	Total	70 Marks
Account Assistant (Retired official from Govt.)	Interview	10 Marks
	Total	10 Marks
Technical Assistant , Assistant	Relevant experience beyond prescribed/ essential duration	02 Marks per year / 01 mark per six completed months (maximum 10 marks)
	Written examination (Syllabus will include relevant field, computer awareness, Hindi & English Language, general awareness about Haryana State, various long term and short term skilling schemes run by Government)	50 Marks (Pass marks minimum 40%) No negative marking
	Total	60 Marks

- Tentative schedule of written examination : On any day of November, 2019.
- No Travelling allowance /Daily Allowance (TA/DA) shall be given for attending written test/ interview.

SKILL DEVELOPMENT & INDUSTRIAL TRAINING DEPARTMENT, HARYANA
DEMAND DRAFT DETAILS OF APPLICANTS WHO HAD APPLIED EARLIER FOR SAMC POST
[ONLY REFERENCE OF THE CANDIDATES]

SR. NO.	NAME OF CANDIDATE	FATHER'S/HUSBAND NAME	DD NUMBER	BANK DETAIL
1	VISHAL SHARMA	VINOD KUMAR SHARMA	327848, DT. 11.03.2019	PNB, HISAR
2	AMIT MIDHA	DR. J. M. MIDHA	502450, DT. 25.03.2019	ICICI BANK, PANCHKULA
3	SANJEEV KUMAR	DAYA RAM	705474, DT. 03.04.2019	SBI, PANCHKULA
4	JAGRITI MIDDHA	AMIT KUMAR	111407, DT. 04.04.2019	BOB, AMBALA
5	JASLEEN KAUR	S.TARLOCHAN SINGH	227338, DT. 05.04.2019	SBI, PANCHKULA
6	KUNAL MAHIWAL	SURAJ MAHIWAL	065010, DT. 26.03.2019	AXIS BANK, PANCHKULA
7	ADHIRAJ SHARMA	A.K.SHARMA	347081, DT. 05.04.2019	SBI, PANCHKULA
8	RAHUL VASHISHT	RISHI RAJ VASHISHT	809638, DT. 04.04.2019	UNION BANK,
9	PARVESH DIXIT	SHRI NIWASH	811089, DT. 02.04.2019	SBI, PANCHKULA
10	PARDEEP KUMAR	BALJEET SINGH	705479, DT. 05.04.2019	SBI, PANCHKULA
11	NEERAJ	SUKHBIR	705483, DT. 05.04.2019	SBI, PANCHKULA
12	ASHISH SHARMA	DEVI CHARAN SHARMA	501238, DT. 30.03.2019	ICICI BANK, PANCHKULA
13	NANCY RANI	OM PARKASH	053014, DT. 26.03.2019	PNB, TOHANA(FATEHABAD)
14	NEHA SHARMA	ABHISHEK SHARMA	571731, DT. 05.04.2019	PNB, PANCHKULA
15	PANKAJ NARWAL	MOHINDER SINGH NARWAL	006055, DT. 04.04.2019	KOTAK MAHINDRA BANK,
16	DIMPY AHUJA	KARAM CHAND AHUJA	285011, DT. 02.04.2019	OBC, YAMUNA NAGAR
17	PARDEEP	RADHE SHYAM	501840, DT. 05.04.2019	ICICI BANK, PANCHKULA
18	RAJAT KUMAR	YASH PAL	010683, DT. 05.04.2019	SBI, SHAHBAD MARKANDA
19	CHAMANDEEP KUNDU	DAYA NAND KUNDU	198597, DT.02.04.2019	SARVA HARYANA GRAMIN BANK, BHIWANI
20	ANUJ KUMAR AGGARWAL	MEGH RAJ AGGARWAL	011872, DT. 04.04.2019	IDBI BANK, PANCHKULA
21	PARDEEP KUMAR	BALJEET SINGH	705480, DT.05.04.2019	SBI, PANCHKULA
22	AMAN DEEP	RAMESH KUMAR SHARMA	510525, DT.04.04.2019	ICICI BANK, PANCHKULA
23	KOMAL GARG	SUBHASH CHAND	004793, DT. 02.04.2019	HDFC, CHEEKA
24	YOGESH KUMAR SHARMA	MOHAN SHYAM	474689, DT. 30.03.2019	SBI, MOHNA
25	VIJAY KUMAR	BASHESAR LAL	004675, DT. 28.03.2019	HDFC, MEERUT
26	MOHAN LAL SHARMA	RAM BHAGAT	041386, DT.30.03.2019	HDFC, KAITHAL
27	ABHAY MOHINDRU	AVINASH MOHINDRU	105413, DT.22.03.2019	SBI, PANCHKULA
28	GURPREET SINGH	MOHAN SINGH	314752, DT.18.03.2019	PNB, MOHALI
29	KUNAL MAHIWAL	SURAJ MAHIWAL	065009, DT.26.03.2019	AXIS, PANCHKULA
30	KULDEEP SINGH	ISHWER SINGH	005614, DT.20.03.2019	IDBI BANK, KAITHAL
31	SARANG JHAMB	VIJAY PARVEEN	300164, DT. 25.03.2019	SBI, KANSINGH-KI-SEER
32	GUHANS PAL	JASMER SINGH	900145, DT.30.03.2019	SBI, AMBALA CANTT
33	PARVINDER SINGH	JAI SINGH	220741, DT.26.03.2019	SBI, AMBALA CANTT
34	JAI KISHOR VERMA	HAWA SINGH	977888, DT.28.03.2019	ANDHRA BANK,ISHAR NAGAR
35	SUNIL KUMAR	JAGDISH CHANDER	292978, DT.02.04.2019	PNB, PANCHKULA
36	GOURAV SARDANA	KESHVA NAND SARDANA	725030, DT. 07.03.2019	OBC,
37	SUMAN	MUTHA RAM	353135, DT.26.03.2019	SBI, KURUKSHETRA
38	RITIKA SHARMA	ANKIT BHARDWAJ	087624, DT.05.04.2019	INDUSLND BANK, MANI MAJRA

39	PANKAJ CHAUDHARY	MULKH RAJ CHAUDHARY	511316, DT. 03.04.2019	ICICI BANK, PANCHKULA
40	POOJA MALIK	HIMANSHU MALIK/ANIL WADHWA	000041, DT. 02.04.2019	HDFC, KAITHAL
41	PANKAJ KUMAR SETHI	HIRA RAM SETHI	040491, DT. 03.04.2019	SBI, SIRSA
42	MIKANSHU RANI	SAHEB RAM	675675, DT. 03.04.2019	SBI, FATEHABAD
43	HITESH SHARMA	ANIL SHARMA	819596, DT. 04.04.2019	CANARA BANK, BHADURGARH
44	ASHISH SHARMA	DEVI CHARAN SHARMA	501237, DT. 30.03.2019	ICICI BANK, PANCHKULA
45	FATEH SINGH	PARDUMAN SINGH	191710, DT. 28.03.2019	SBI, CHANDIGARH
46	SAHIL ARORA	HARISH KUMAR	503571, DT. 05.04.2019	ICICI BANK, PANCHKULA
47	ADHIRAJ SHARMA	A.K.SHARMA	347082, DT. 05.04.2019	SBI, PANCHKULA
48	RUCHI SHARMA	AMIT SHARMA	000550, DT. 04.04.2019	AXIS BANK, BALTANA ZIRAKPUR
49	NITESH KUMAR	JAGDISH RAJ	705484, DT. 05.04.2019	SBI, PANCHKULA
50	HUKAM SINGH	VIJAY KUMAR	510281, DT. 15.03.2019	ICICI BANK, PANCHKULA
51	RENU SHARMA	HARSH GAUR	035790, DT. 02.04.2019	HDFC,
52	PARDEEP KUMAR	PARBHARI RAM	756893, DT. 13.03.2019	PNB, TOSHAM BHIWANI
53	SARVAN KUMAR	HANS RAJ	919044, DT. 26.03.2019	SBI, CHANDIGARH
54	SUMAN	MUTHA RAM	353136, DT. 26.03.2019	SBI, KURUKSHETRA
55	NITISH KUMAR	MAHINDER KUMAR	003534, DT. 03.04.2019	HDFC,
56	BABLI	SATINDER SINGH	248610, DT. 20.03.2019	SBI, CHANDIGARH
57	JATIN	ASHWANI KUMAR	571671, DT. 02.04.2019	PNB, PANCHKULA
58	SUMIT KUMAR	RAM GOPAL	536951, DT. 21.03.2019	KOTAK MAIHINDRA, CHANDIGARH
59	RAHUL MOHAN RAJPUT	CHANDER MOHAN RAJPUT	039284, DT. 30.03.2019	HDFC BANK, CHANDIGARH
60	RANJEET KUMAR	MUNISH KUMAR	248577, DT. 15.03.2019	SBI, CHANDIGARH
61	SUNIL KUMAR	JAGDISH CHANDER	292977, DT. 02.04.2019	PNB, PANCHKULA
62	SUKHWINDER SINGH	JITENDER SINGH	916170, DT. 02.04.2019	PNB, MOHALI
63	VIDHI SHARMA	DEVI PAL SHARMA	832525, DT. 04.04.2019	BOB, PANCHKULA
64	GAURAV JOSHI	SUNIL KUMAR JOSHI	006752, DT. 20.04.2019	OBC, TAURU
65	SALONI	MAHESH KUMAR SONI	305047, DT. 02.04.2019	OBC, AMBALA CITY
66	PARDEEP	RADHEY SHYAM	501841, DT. 05.04.2019	ICICI, PANCHKULA
67	MUNESH KUMAR	RAMESH CHAND	504423, DT. 03.04.2019	SBI AMBALA
68	MANDEEP SINGH	RAJ KUMAR	859965, DT. 05.04.2019	BOB, CHANDIGARH
69	SAKSHI	VINOD GUPTA	467626, DT. 03.04.2019	SBI, GHARAUM
70	ANJU RANI	MANOHAR LAL	731083,DT. 02.04.2019	SBI, SIRSA
71	MANISHA	BRIJ MOHAN	956148, DT. 29.03.2019	OBC, KURALI
72	AMIT MIDHA	Dr. J.M. MIDHA	502451, DT. 25.03.2019	ICICI, PANCHKULA
73	SURENDER SINGH	KANSI RAM	578026, DT. 14.03.2019	SBI, TOHANA
74	AMANDEEP	RAVI RAJ	455456, DT. 26.03.2019	SBI, CHHACHHRAULI
75	PARVEEN ALI	AJAIB ALI	169207, DT. 15.03.2019	PNB, AMBALA CITY
76	ANJALI MEHRA	ASHOK KUMAR	001571, DT. 27.03.2019	HDFC, PANCHKULA