

Skill Development and Industrial Training Department, Haryana

**Kaushal Bhawan, Plot No. IP-2, Sector-3, Majri Chowk,
Panchkula, Haryana. website: itiharyana.gov.in**

Recruitment Notice

Applications are invited from eligible candidates for the following posts proposed to be filled up on purely contractual basis initially for a period of one year and extendable until the funds are available under World Bank assisted STRIVE project for setting up of State Apprenticeship Monitoring Cell in this Directorate at Panchkula:

Sr. No	Name of posts	No. of posts	Lump sum / Fixed Salary per month
1	Consultant Manufacturing Sector	2	70,000
2	Consultant Service Sector	1	70,000
3	Consultant IT Sector	1	70,000
4	Apprenticeship Executive Officer	2	45,000
5	Technical Assistant	1	25,000
6	Assistant	2	25,000
7	Account Assistant	1	25,000

The application form, essential qualifications, age criteria and other terms and conditions for the above posts can be downloaded from recruitment link on www.itiharyana.gov.in website. The filled up application form along with self-attested copy of all documents must reach to this directorate on or before 05.04.2019.

Phone: 0172-5229205

Director General

Application form for posts under SAMC

Registered/ Speed post

To

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

Self attested
passport size
photograph

**Subject: Application for the contractual post of
 under State Apprenticeship Monitoring Cell under STRIVE project.**

Respected Sir,

With reference to the advertisement published in various Newspapers 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 Department. 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
<u>Education Qualification</u>							
	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					
*Note: Please attach 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.					

Give details if having any professional achievements/ appreciations:

(May attach separate sheets if required)

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

(May attach separate sheets if required)

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 proficiency if required)

I am enclosing herewith the self-attested copies of my educational qualifications, experience etc. with this application form. Apart from this, a Demand Draft No.....dated..... for non refundable application fee of Rs. 500/- in favour of Director General, Skill Development and Industrial Training Department, Haryana, Panchkula is also attached with the application form.

I declare that all the information given on this application form are true and accurate to the best of my knowledge and I fulfill the qualifications for the post applied for. If any document and information filled in this form is found false/wrong at any stage, then I will be responsible for the same and consequences thereof.

Thanking you,

Dated:

Signature of Applicant

Encls.:

- 1.
- 2.
- 3.
- 4.

Name.....

Address.....

Phone No.....

Terms & Conditions:

1. Please submit separate application form for every post if wish to apply.
2. Post wise essential qualifications, experience and age conditions are attached herewith. Before applying for any post, candidate must ensure that he fulfill all these conditions.
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 shall not be considered.
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.

Sr. No	Posts, salary and broad responsibilities	Qualifications
a)	<p>Consultants - (Manufacturing / Service Sector) Fixed Salary Rs. 70,000/- Per month</p> <p>Broad 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>	<p><u>Consultant Manufacturing Sector- 02 posts</u></p> <ol style="list-style-type: none"> 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 65% marks from AICTE approved institution/university. MBA from any recognized university passed in regular mode. Five years experience from any Industry registered under Companies Act working in Manufacturing Sector. Proficiency in Computer Operation and excellent documentation and report writing skills. Good command in written and spoken English. Age maximum 40 years (as on 01.01.2019) <p><u>Consultant Service Sector- 01 post</u></p> <ol style="list-style-type: none"> 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>Desirable:</u> MBA from any recognized university passed in regular mode.</p> <ol style="list-style-type: none"> Five years experience from any Industry/ Organization registered under Companies Act working in Service Sector. Proficiency in Computer Operation and Excellent documentation, report writing skills, Good command in written & spoken English. Age maximum 40 years (as on 01.01.2019)
b)	<p>Consultant - (IT Consultant) Fixed Salary Rs. 70,000/- Per month</p> <p>Roles and Responsibilities: To provide IT support to SAMC, create awareness and make liaison for implementation of the Apprentices Act in IT sector establishments and related stakeholders</p>	<p><u>Consultant IT Sector- 01 post</u></p> <ol style="list-style-type: none"> 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. MBA from any recognized university passed in regular mode. Five years experience from any Industry/ organization registered under Companies Act working in IT Sector. Excellent documentation, report writing skill and good command in written & spoken English. Age maximum 40 years (as on 01.01.2019)

c)	Apprenticeship Executive Officer- Total two posts Salary fixed Rs. 45,000/- p.m. Roles and Responsibilities: To provide support to JD SAMC and Consultants for implementation of the Apprentices Act	01 post	1. B.Tech degree in Mechanical / Electrical / Electronics & Communication Engineering or its equivalent, passed in full time regular mode with minimum 60% marks, 2. Three year experience in Large/Medium industry. 3. Proficiency in Computer Operation and communication skills 4. Excellent documentation, report writing skills and good command in written & spoken English. 5. Age maximum 40 years (as on 01.01.2019) Desirable qualification: Full time regular mode MBA degree
		01 post	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. 3. Proficiency in communication skills Excellent documentation, report writing skills and good command in written & spoken English. 4. Age maximum 40 years (as on 01.01.2019) Desirable additional qualification: Full time regular mode MBA degree
d)	Technical Assistant / Assistant/ Account Assistant- Total four posts Fixed Salary Rs. 25,000/- p.m. Roles and Responsibilities: To provide ministerial support	Technical Assistant- One Post. 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. 3. Proficiency in communication skills Excellent documentation, report writing skills and good command in written & spoken English. 4. Age maximum 40 years (as on 01.01.2019)	
		Assistant: Two posts 1. The candidate must possess Bachelor degree in any stream passed with minimum 60% marks from any university. 2. Three years diploma in Modern office practices from State Board of Technical Education of any State. 3. Two years experience in any Government organization 4. HARTRON empanelled Data Entry Operator/ Computer Professional 5. Age maximum 40 years (as on 01.01.2019)	
		Accounts Assistant:-One post 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. (as on 01.01.2019)	