

Walk in Interview for Contractual Positions

Advt. No. HSDM/Rect./2/2017

Government of Haryana has set up Haryana Skill Development Mission in society mode for coordinated skill development in the State. Mission is implementing various Skill Development Schemes in Haryana. Mission invites applications from qualified, experienced and passionate young & dynamic professionals for the following posts on purely contractual basis.

Sr.No	Name of Post	No. of Posts	Pay Scale (as per 7th Pay Commission)
1.	Joint Director	01	FPL-12 (78800-197200)
2.	Deputy Director	02	FPL-10 (56100-177500)
3.	Technical Consultants	02	Rs. 1,00,000 PM (Consolidated)
4.	Project Manager	07	Rs. 40,000 PM (Consolidated)
5.	District Skill Coordinators	21	Rs. 20,000 PM (Consolidated)

1. Selection will be for a period of one year which may be extended based on the performance.
2. Applicant's age should not be more than 50 years as on 01.07.2017. There is relaxation of 5 years in age for eligible Ex-Servicemen.
3. Applicant should be Computer literate.
4. Bring bio-data in application form (**available on website**) along with one self attested copy of relevant testimonials and certificates along with the original testimonials and certificates at the time of interview.
5. Detailed Qualifications and application form are available on website of Mission.

Date of Interview	Reporting Time	Venue
25 October 2017	09.30 AM	Conference Hall 6th Floor, New Civil Secretariat, Haryana, Sector-17, Chandigarh

Applicants are required to send advance copy of duly filled in application form along with copy of certificates through email to hsdmrecruitment@gmail.com by 17.10.2017.

**Haryana Skill Development Mission
Skill Development & Industrial Training Department
30 Bays Building, Sector-17 C, Chandigarh, Web Site www.hsdm.org.in**

Qualifications for the posts of HSDM

No	Post	Qualifications
1	Joint Director	<p>Bachelor & Master Degree in Engineering & Technology/ Management/ Architecture/ Pharmacy/ Science/ Computer Application with minimum 55% marks and 15 years relevant industrial experience. The contract will be for a period of 2 years with 5% increase in the remuneration per annum.</p> <p>Job role:</p> <ul style="list-style-type: none"> • JD- I (Skill Dev.) for GoI, Industries, Interdepartmental liaisoning, Social Mobilization & Counseling, skill trainings. • JD-II (IT, MIS, Placement, Course Design, Certification & Accreditation, Planning etc.)
2	Deputy Director	<p>Bachelor and Master Degree in Engineering & Technology/Management / Architecture/ Pharmacy/ Science/ Computer Application with minimum 55% marks and 10 years industrial experience in technical / trainings. The contract period will be for a period of 2 years with 5% increase in the remuneration per annum,</p> <p>Job role:</p> <p>Deputy Directors to assist Joint Director</p>
3	Technical Consultant	<p>Qualifications for Technical Consultant-I (Manufacturing Sector): Bachelor Degree in Engineering & Technology with MBA from reputed institutions with minimum 55% marks and 10 years of work experience in industry/similar employment generation related projects with orientation in Student Placement/ Large Scale Employability/ Skill Training, State Level Project Management.</p> <p>Desirable:</p> <ol style="list-style-type: none"> i) Work experience with NSDC/ NSDA will be preferred. ii) Excellent documentation and report writing skills. iii) Good command in written and spoken English. <p>The contract period will be for a period of 1 year with 5% increase in the remuneration per annum</p> <p>Job role:</p> <p>The Consultant shall exercise such powers as may be delegated to him/her by the Mission Director for the smooth functioning of the Mission. The broad function & roles to be assigned to consultant will include.</p> <ul style="list-style-type: none"> • Preparation of EOI/RFQ/RFP and Contract for engaging private sector training providers or preparation of MoU/contracts with NSDC empanelled training providers. • Assisting the Mission in finalization of courses, their syllabus and normative training fees. • Assisting the Mission in empanelment of training providers as per approved RFP. • Developing process guidelines for implementation of skill development programme as per the broad principles approved by the Mission. • Developing templates for District and State Skill Development plans and training of district teams in preparing their plans. • Developing an Integrated IT system, for managing the programme as per the approved process guidelines and support its implementation.

		<ul style="list-style-type: none"> • Developing monitoring system for Mission activities at various levels. • Capacity building of the SPMU, DPMU and other staff by organizing training programmes, workshops and conferences. • Design of mobilization campaign and communication strategy and assistance in its roll out. • Designing systems for post placement tracking of trainees. • Assisting the Mission in engaging short term specialists/consultants for undertaking special research studies/surveys etc. • Study of employment scenario in state. • Discuss with key stakeholders to understand the issue of training & employment. • Develop strategy for market line skill training for State. • Provide overall support tot the Market linked skill training program of Haryana Skill Development Mission. • Bringing best practices from other states in market linked skill training. • Dovetailing/convergence with various government Department working in Skill Training. • Participating in meeting assigned by the Mission Director. • Providing overall support to the Haryana Skill Development Mission. • Convergence with different Departments working in skilling. Any other responsibility assigned by the Mission Director.
4	Technical Consultant	<p>Qualifications for Technical Consultant-II (Service Sector): Bachelor Degree in Architecture/ Pharmacy/ MBBS/ Chartered Accountant with MBA from reputed institutions with minimum 55% marks and 10 years of work experience in industry/ similar employment generation related projects with orientation in Student Placement/ Large Scale Employability/ Skill Training, State Level Project Management.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i) Work experience with NSDC/ NSDA will be preferred. ii) Excellent documentation and report writing skills. iii) Good command in written and spoken English. <p>The contract period will be for a period of 1 year with 5% increase in the remuneration per annum.</p> <p>Job role:</p> <p>The Consultant shall exercise such powers as may be delegated to him/her by the Mission Director for the smooth functioning of the Mission. The broad function & roles to be assigned to consultant will include.</p> <ul style="list-style-type: none"> • Preparation of EOI/RFQ/RFP and Contract for engaging private sector training providers or preparation of MoU/contracts with NSDC empanelled training providers. • Assisting the Mission in finalization of courses, their syllabus and normative training fees. • Assisting the Mission in empanelment of training providers as per approved RFP. • Developing process guidelines for implementation of skill development programme as per the broad principles approved by the Mission. • Developing templates for District and State Skill Development plans and training of district teams in preparing their plans. • Developing an Integrated IT system, for managing the programme as per the approved process guidelines and support its implementation. • Developing monitoring system for Mission activities at various levels. • Capacity building of the SPMU, DPMU and other staff by organizing training programmes, workshops and conferences. • Design of mobilization campaign and communication strategy and assistance in its roll out. • Designing systems for post placement tracking of trainees. • Assisting the Mission in engaging short term specialists/consultants for undertaking special research studies/surveys etc. • Study of employment scenario in state. • Discuss with key stakeholders to understand the issue of training & employment. • Develop strategy for market line skill training for State.

		<ul style="list-style-type: none"> • Provide overall support tot the Market linked skill training program of Haryana Skill Development Mission. • Bringing best practices from other states in market linked skill training. • Dovetailing/convergence with various government Department working in Skill Training. • Participating in meeting assigned by the Mission Director. • Providing overall support to the Haryana Skill Development Mission. <p>Convergence with different Departments working in skilling. Any other responsibility assigned by the Mission Director.</p>
5	Project Manager	<p>B. Tech. with MBA with minimum 55% marks having 3 years of relevant supervisory and skilling experience.</p> <p>Or B.Tech. having 5 years experience.</p> <p>The contract period will be for a period of 1 year with 5% increase in the remuneration per annum.</p> <p>Job role:</p> <ul style="list-style-type: none"> ▪ Overall implementation and monitoring of skill development programes in the range.
6	District Co-coordinator	<p>B. Tech. with MBA with minimum 55% marks having 3 years of relevant supervisory and skilling experience.</p> <p>Or B.Tech. having 5 years' experience.</p> <p>The contract period will be for a period of 1 year with 5% increase in the remuneration per annum.</p> <p>Job role:</p> <ul style="list-style-type: none"> • Mobilization, Publicity, Inspection, Monitoring etc. of skill programs

Haryana Skill Development Mission (HSDM)
(Application for Recruitment on Contract Basis)

Affix Recent
Passport
Size
Photograph
Duly Singed

1. Advertisement No. : _____
2. Post applied for : _____
3. Full Name : _____
(in Blocks)
4. Date of Birth : ____/____/____ (DD/MM/YYYY)
5. Age as on 01.07.2017: _____
6. Gender : _____
7. Nationality : _____
8. Aadhaar No. : _____
9. Father's Name/
Husband's Name : _____
10. Mother's Name : _____
11. Address for : _____
Correspondence _____

12. Permanent Address : _____

- Mobile _____
13. Telephone No. : Landline (with STD Code) _____
E-Mail _____
14. Category : _____ Gen/ SC/ BC/ ESM/ Others
15. State to which you : _____
belong

16. Details of Educational Qualification (From matriculation/ SSC onwards)

Examination Passed	Universities/ Board/ Institution/ Council of Examination	Month/ Year of Passing	Marks Obtained/ Total Marks	%age of Marks	Subjects

*Please attach relevant certificates.

16. Details of previous/ current employment: Give particulars below

Name of the Organization	Period of Service		Designation	Nature of duties performed	Total monthly emoluments
	From	To			

* Additional sheet may be enclosed for any other details of experience
Please attach your latest detailed C.V
Please attach relevant documents in support of the above

18. State of Health : _____

19. If selected, specify the minimum required joining time : _____

20. Mention your knowledge in the field of skilling and computer (A separate sheet may be attached, if required)

21. Name, address and contact numbers and designation of two references with whom the Candidates has worked/ known in the last preceding five years:

1. 2.

I hereby declare that all information given above are true, complete and correct. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement of the relevant advertisement, my candidature may be cancelled, even after my appointment.

I undertake to abide by all the terms & conditions of the Mission.

Date:

Signature of the Candidate