

Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Regional Vocational Training Institute for Women
Government ITI (Women), Neelapur, Rajpura – 140 041 (Punjab)

RVTIM/D-11021/02/2015-Estt

ENGAGEMENT OF JUNIOR CONSULTANTS(TECHNICAL/MINISTERIAL) ON CONTRACTUAL BASIS

Last date for submission of application: 16th November, 2015

Applications are invited from Indian Nationals for engagement as Junior Consultant , purely on Contractual basis (initially for 11 months maximum at a stretch and likely to be renewed after a break, in case the need still remains)at Regional Vocational Training Institute for Women, Government ITI (Women), Neelapur, Rajpura 140 401, Distt Patiala (Punjab). The details of the Faculty/Ministerial posts to be engaged on contractual basis are given as under:-

S. No.	Name of the faculty/Ministerial Post(s) against which Junior Consultants are being engaged	Number of post(s)	Educational Qualification and Experience required for the post(s)	Age Limit	Contractual remuneration payable
1.	Training Officer (Fashion Design & Technology)	01	Academic : 12 th Passed Technical: Degree (4 years) in Fashion Designing/ Fashion Technology/ Fashion & Apparel Engineering from recognized university with one year experience in Fashion Design and Technology. OR Three years Degree/Diploma in Fashion Designing /Technology /CDDM from a recognized board/institution/polytechnic (AICTE approved) with three years experience in Fashion Design and Technology.	21 to 30 years There is no upper age limit in case of retired employees.	Rs.30,000/month Last pay drawn and Pension amount would be taken into consideration in case of retired employees.
2.	Vocational Instructor (Interior Decoration & Designing)	01	Academic: 1. 10 th class pass under 10+2 system or equivalent (Science and Math as Compulsory subjects in case of engineering trades)		
3.	Vocational Instructor (Basic Cosmetology)	01	Technical: 2. (a) (i) National Trade Certificate or equivalent in appropriate trade or National apprenticeship Certificate or equivalent in appropriate trade or regular Advanced skill certificate awarded by National Vocational Training Institute for Women/Regional Vocational Training Institute for Women upto 1980 session and by National Council for Vocational Training thereafter; and (ii) National Craft Instructors certificate awarded by The National Council for Vocational Training OR (b) Diploma of a recognized Board or Institute in		

			<p>appropriate Branch of Engineering/Technology/field.</p> <p>Experience: 5 years experience i.e. training period for acquiring the qualifications mentioned at item 2 and experience acquired after said qualification(s)</p> <p>Desirable Qualifications:- (a) Ability to organize training and maintain discipline (b) Teaching Experience (c) Experience in preparation of syllabi, teaching aids and instructional material.</p> <p><i>Persons possessing higher qualification(s) viz. Bachelor's/Master Degree in relevant field/discipline with relevant experience may also apply.</i></p>		
4.	Office Superintendent	01	<p>Bachelor's Degree/Diploma in professional area with 2 years experience in establishment/cash/accounts/purchase matters.</p> <p><u>In case of Retirees:-</u></p> <p>Persons, who had been holding analogous post of Office Superintendent or equivalent grade on regular basis in the State/Central Govt. or in State/Central Govt. Public Sector undertaking/enterprise.</p> <p>Or Persons who had rendered three years service in the pre-revised scale of Rs.5000-8000/- or equivalent (revised to Rs. 9,300-34,800 + G.P. Rs. 4,200) on regular basis in the State/Central Government Department t/organization or in State/ Central Govt. Public Sector undertaking/ enterprise.</p> <p>Or Persons who had rendered six years service in the pre-revised scale of Rs.4,500-7,000/- or equivalent (Revised to Rs. 5200-20200+G.P. Rs. 2,800) on regular basis in the State/Central Govt. or in State/Central Govt. Public Sector undertaking/enterprise. and Possessing three years experience in establishment/ cash/ accounts /purchase matters.</p>	21 to 30 years	Rs.30,000/month
5.	Accountant	01	<p>Essential: Bachelor's Degree. Desirable: Bachelor's Degree with experience in Book Keeping, accountancy and purchase.</p> <p><u>In case of Retirees:-</u></p> <p>Persons, who had been holding the analogous post of Accountant or equivalent grade on regular basis in the State/Central Govt. or in State/Central Govt. Public Sector undertaking/enterprise.</p> <p>Or Persons who had been working in the pre-revised scale of Rs.1,200-2040/- or equivalent (Revised to Rs. 5200-20200+G.P. Rs. 2,400/-) on regular basis in the State/ Central Government Department/ organization or in State/Central Govt. Public Sector undertaking/enterprise, with at- least five years service in the grade And</p>	18 to 25 years	Rs.16,000/month

			Possessing at least two years experience in Book Keeping, accountancy and purchase.		
6.	Upper Divisional Clerk(UDC)	01	<p>Essential: Bachelor's Degree. Desirable: Bachelor's Degree with experience in establishment or stores or accounts work. <u>In case of Retirees:</u> Persons, who had been holding the analogous post of Accountant or equivalent grade on regular basis in the State/Central Govt. or in State/ Central Govt. Public Sector undertaking/enterprise. Or Persons who had been working in the pre-revised scale of Rs.950-1500/- or equivalent (Revised to Rs. 5200-20200 +G.P. Rs. 1900) on regular basis in the State/Central Government Department/organization or in State/Central Govt. Public Sector undertaking/enterprise, with at- least eight years service in the grade . And Possessing experience in establishment or stores or accounts work.</p>	18 to 25 years There is no upper age limit in case of retired employees.	Rs.16,000/month . Last pay drawn and Pension amount would be taken into consideration in case of retired employees.
7.	Lower Divisional Clerk (LDC)	01	<p>1. 12th Class pass or equivalent qualification from a recognized Board/University. 2. Should pass typewriting in English with a minimum speed of 35 words/minute or in Hindi with a minimum speed of 30 words /minute on computer (35 words per minute and 30 words/minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word)</p>	18 to 25 years There is no upper age limit in case of retired employees.	Rs.16,000/month Last pay drawn and Pension amount would be taken into consideration in case of retired employees.

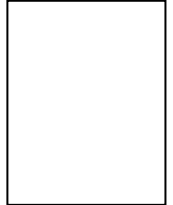
Interested candidates may apply to Principal/ Head of Office, Regional Vocational Training Institute for Women, Government ITI (Women), Neelpur, Rajpura 140 401, Distt Patiala, (Punjab) as per the *proforma* attached below (along with Xerox attested copies of Educational/Technical Qualifications and Experience)

For further details:- Contact , Principal/Head of Office, RVTI for Women, Mohali at Telephone Number :- 01762 - 223274

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**APPLICATION FORM FOR ENGAGING JUNIOR CONSULTANTS
(TECHNICAL/MINISTERIAL) ON CONTRACTUAL BASIS**

1. Name : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Permanent address : _____
5. Address for Communication : _____
6. Contact No(s):- Landline _____ Mobile _____
7. E-Mail address: _____
8. Educational/Technical Qualification(S):



Exam passed	Name of the Board/ University	Year of Passing	Subjects	Marks obtained	% age of Marks

9. Experience:-

Name & address of the Organisation	Designation	Period		Salary Drawn	Nature of duties performed
		From	To		

10. Undertaking:-

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. If at any point of time either during selection or after selection, anything found false or concealed on my part, my candidature/services may likely to be withdrawn/terminated with immediate effect

Place: _____

Date : _____

Signatures of candidate