

Haryana Skill Development Mission Walk in Interview for Contractual Positions

Advt. No. HSDM/Rect./1/2018

Government of Haryana has set up Haryana Skill Development Mission in society mode for coordinating 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 purely on contractual basis.

Sr. No	Name of Post	No. of Posts	Pay Scale in Rupees (as per 7 th Pay Commission)
1.	Executive Officer	01	FPL-15 (118700-208400)
2.	Joint Director	01	FPL-12 (78800-197200)
3.	Joint Director	01	FPL-12 (78800-197200) to be filled on deputation from any other Central/State Government Department through proper channel.
4.	Deputy Director	02	FPL-10 (56100-177500)
5.	Deputy Director	02	FPL-10 (56100-177500) to be filled on deputation from any other Central/State Government Department through proper channel.
6.	Technical Consultants	02	FPL-11 (67700-191000)
7.	Project Manager	04	Rs. 40,000 PM (Consolidated)
8.	District Skill Coordinator	17	Rs. 20,000 PM (Consolidated)
9.	Manager MIS under (CSSM) of PMKVY 2.0 Scheme	01	Rs. 55,000 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 31.05.2018. 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 the website of Mission i.e. www.hsdm.org.in

Date of Interview	Reporting Time	Venue
14 th May 2018 (for the posts at serial no. 1, 2 and 4)	09.30 AM	Conference Hall 6th Floor, New Civil Secretariat, Haryana, Sector-17, Chandigarh
15 th May 2018 (for the posts at serial no. 3 and 5)	09.30 AM	Conference Hall 6th Floor, New Civil Secretariat, Haryana, Sector-17, Chandigarh
16 th May 2018 (for the posts at serial no. 6 to 9)	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 self attested copies of relevant documents and certificates to "The Mission Director, Haryana Skill Development Mission, 3rd Floor, 30 Bays Building, Sector-17, Chandigarh" through post, courier or by hand on or before 04.05.2018 till 4:00 PM. Applications received after 04.05.2018 will not be entertained under any circumstances.

Applications for the posts at serial no. 3 and 5 should be submitted through proper channel on or before 04.05.2018 till 4:00 PM. Applications received after 04.05.2018 will not be entertained under any circumstances.

Number of posts may increase or decrease as per the discretion of the Mission.

Qualifications, Experience and Job Roles for the posts of HSDM

S. No	Post	Qualifications
1	Executive Officer	<p>Bachelor and Master Degree in Engineering & Technology/ Managements Architecture/Pharmacy/Science/ Computer Application with Minimum 55% Marks and 20 years relevant industrial experience. The Contract period 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"> • To supervise execution of the programme in the State. • Empanelment of TPs under HSDM. • Monitoring of TP performance- Monitoring and evaluation of training outcomes, quality of trainings and infrastructure. • Score card development and analysis, implementation of frameworks for quality assurance.
2	Joint Director (on contract basis)	<p>Bachelor & Master Degree in Engineering & Technology/ Management/ Architecture/ Pharmacy/ Science/ Computer Application with minimum 55% marks and 15 years relevant industrial experience.</p> <p>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.)
3	Joint Director (on Deputation)	<p>Joint Director, Technical Education Department/Skill Development & Industrial Training Department, Haryana.</p> <p>Or</p> <p>Officers working in Central/State Government in the analogous pay scales with Bachelor & master degree in Engineering & Technology/Management/Architectural/Pharmacy/Science/Mathematics/ Computer Application with 55% marks and 15 years experience in teaching/educational planning/administration/training etc.</p>
4	Deputy Director (on contract basis)	<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>
5	Deputy Director (on Deputation)	<p>Deputy Director, Technical Education Department/Assistant Director, Skill Development & Industrial Training Department, Haryana.</p> <p>Or</p> <p>Officers working in Central/State Government in the analogous pay scales with Bachelor & master degree in Engineering & Technology/Management/Architectural/Pharmacy/Science/Mathematics/ Computer Application with 55% marks and 10 years experience in teaching/educational planning/administration/training etc.</p>

6	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: 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. • 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. <p>Any other responsibility assigned by the Mission Director.</p>
7	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> <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</p>

		<p>remuneration per annum.</p> <p>Job role: 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. • 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.
8	Project Manager	<p>B. Tech. with MBA with minimum 55% marks having 3 years of relevant supervisory and skilling experience. Or B. Tech. having 5 years experience. The contract period will be for a period of 1 year with 5% increase in the remuneration per annum.</p> <p>Job role: Overall implementation and monitoring of skill development programmes in the range.</p>
9	District Skill Co-coordinator	<p>B. Tech. with MBA with minimum 55% marks having 3 years of relevant supervisory and skilling experience. Or B. Tech. having 5 years' experience. 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

10	Manager MIS under Centrally Sponsored State Managed Component (CSSM) of PMKVY 2.0 Scheme	<p>Ist class Bachelor Degree in Engineering & Technology in Computers/IT with MBA from reputed Institutions with 3 years of work experience in industry/ similar related projects.</p> <p>Job role:</p> <ul style="list-style-type: none">• Oversee the execution and monitoring of PMKVY 2.0 and HSDM for the State allocated targets.
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