



**MSME-TOOL ROOM LUDHIANA**  
**CENTRAL TOOL ROOM, LUDHIANA**  
Ministry of Micro Small & Medium Enterprises  
Government of India



## **JOB OPENINGS FOR DDUGKY PROJECT AT CTR LUDHIANA**

Following DDUGKY SOP certified/ SSC Certified staff/trainers are required at CTR Ludhiana for DDUGKY Project on contract basis:

S.No.	Position	No.	Qualification
1	Operation Team (DDUGKY SOP Certified)	01	Graduation in Engineering/Science or any other discipline, from recognised Institutions. Graduates in Engineering and science shall be preferred.
2	QC Team (DDUGKY SOP Certified)	01	
3	MIS Team (DDUGKY SOP Certified)	01	
4	Tally Trainer (Preferably SSC Certified)	01	Graduation in commerce (B.Com), from recognised institutions; Proficiency in latest version of Tally software.
5	Soft skills/ Communication skill Trainer (Preferably SSC Certified)	01	Any graduate, from recognised Institutions. Experience in the field of teaching and professional training. Post graduate, preferably MBA shall be given priority.

More information including the application form regarding above positions are available at our website [www.ctrludhiana.com](http://www.ctrludhiana.com). Salary as per Industry norms and shall commensurate with qualifications and experience. Application should reach to the above mentioned address on or before 30<sup>th</sup> June, 2018. No TA/DA shall be given for attending the selection process. CTR reserves the rights to accept/reject any or all applications without assigning any reason thereof.

## **1. Operation Team (DDUGKY SOP Certified) 1 No.**

**Educational Qualification:** Graduation in Engineering/Science or any other discipline, from recognised Institutions. Graduates in Engineering and science shall be preferred.

**Experience** - 1 year, experience in handling skill development projects like DDUGKY, NULM, PMKVY

**Expected knowledge** - DDUGKY SOP Certified, Knowledge of all SOP's of DDUGKY Project

**Other skills and requirements** - Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms

Roles and responsibilities:

1. Manage, coordinate and supervise overall DDU GKY trainings.
2. Ensuring that training/revenue targets are met across all centers.
3. Coordinate and communicate about the program to the extension workers, State Universities, etc. and develop a resource team for the project.
4. Network with the local people and implement the training programs along with them.
5. Ensuring the course content is relevant, plan and conduct Training of Trainers who in turn delivers quality content to the students within a given time frame.
6. Ensuring periodic assessments and certifications of trainees.

## **2. QC Team (DDUGKY SOP Certified) 1 No.**

**Educational Qualification:** Graduation in Engineering/Science or any other discipline, from recognised Institutions. Graduates in Engineering and science shall be preferred.

**Experience** - 1 year, experience in handling skill development projects like DDUGKY, NULM, PMKVY

**Expected knowledge** - DDUGKY SOP Certified, Knowledge of all SOP's of DDUGKY Project  
**Other skills and requirements** - Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms

Roles & Responsibilities:

1. Daily monitoring of training center, documents verification and data verification.
2. Conducting Inspection for Due Diligence.
3. Training Inspection and verification.
4. Hostel Facilities' Inspection.

5. Placements & OJT Verification.
6. Documenting and maintaining the verification reports.
7. Submitting the Verification reports to the SRLM / Q-Team Head.
8. Ensure that processes are established, implemented and maintained as per the SOP guidelines.
9. Review and maintain the Quality System and ensure its completeness and accessibility.
10. Managing Internal and External Audits & acknowledge the inputs wherein by the auditors promptly.

### **3. MIS Team (DDUGKY SOP Certified) 1 No.**

**Educational Qualification:** Graduation in Engineering/Science or any other discipline, from recognised Institutions. Graduates in Engineering and science shall be preferred.

**Experience** - 1 year, experience in handling skill development projects like DDUGKY, NULM, PMKVY

**Expected knowledge** - DDUGKY SOP Certified, Knowledge of all SOP's of DDUGKY Project

**Other skills and requirements** - Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms, Online MRIGS Portal

**Roles and responsibilities:**

Familiar with all the online portal & notification related to skill development project. Knowledge of segregation & collection of data from centers, placement coordinator, operational coordinator & uploading of error free data on the portals

### **4. Tally Trainer (Preferably SSC Certified) 1 No.**

**Educational Qualification:** Graduation in commerce (B.Com), from recognised Institutions

**Experience** - 1 year, experience in Tally and ERP software

**Expected knowledge** -

- Proficiency in latest version of Tally software.
- Proficiency in MS Office especially MS Excel.
- Experience in the field of teaching and professional training

- SSC Certified trainers will be preferred

**Other skills and requirements** - Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms, Good presentation skills

## **5. Soft skills/ Communication skill Trainer (Preferably SSC Certified) 1 No.**

**Educational Qualification:** Any graduate, from recognised Institutions. Post graduate preferably MBA shall be given priority

**Experience** - 1 year, experience in conducting Soft skills and communication skill training

**Expected knowledge** - Excellent Communication Skills. Should have relevant experience into training of minimum 6 months, Must have hands on presentation skills, Interpersonal skills to work as a team. Must have initiatives and creativity.

- Experience in the field of teaching and professional training
- SSC Certified trainers will be preferred

**Other skills and requirements** -

Good Public Relations, Proficient in MS-Office, Social Media platforms, Good presentation skills

**Roles and responsibilities:**

- Training students on:
  - Communication skills,
  - Personality Development,
  - Employability skills
  - Email Etiquettes
  - Power Point Presentation skills
- Taking assessments and grading students as per ICA norms
- Understanding students' ability and customizing training content
- Having creativity to arrange for activities and competitions to boost learning
- Maintaining reports as required by center and Head Office.