



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



A-5, Phase-5, Focal Point Ludhiana, 141010

Phone No. - 0161-2670058-59, Ext. 251,252

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	Project Head (DDUGKY SOP Certified)	01	Graduation in Engineering/Science or any other discipline, from recognised Institute. Post graduate (preferably MBA) shall be given priority.
2	Operation Executive (DDUGKY SOP Certified)	01	Graduation in Engineering/Science or any other discipline, from recognised Institute.
3	QC Executive (DDUGKY SOP Certified)	01	Graduation in Engineering/Science or any other discipline, from recognised Institute.
4	MIS Executive (DDUGKY SOP Certified)	01	Graduation in Engineering/Science or any other discipline, from recognised Institute.
5	Placement Executive	01	Graduate in any discipline, from recognised Institute. Post graduate (preferably MBA) shall be given priority
6	Community Mobilization Specialist	01	Graduate in any discipline, from recognised Institute
7	Tally Trainer (SSC Certified)	01	Graduation in commerce (B.Com), from recognised Institute. Should be TOT qualified
8	CNC Programmer-cum-Trainer (SSC Certified)	02	BE/ B. Tech (Mechanical) / Diploma in Mechanical/ Diploma in Tool & Die. Should be TOT qualified

Salary as per Industry norms and shall commensurate with qualifications and experience.

Application strictly in prescribed format and with relevant documents should reach to the above mentioned address on or before **28th January, 2019**.

CTR reserves the rights to accept/reject any or all applications without assigning any reason thereof.

No TA/DA shall be paid for attending the selection process.



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1. Project Head (DDUGKY SOP Certified) 1 No.

Educational Qualification:

Essential: Graduation in Engineering/Science or any other discipline, from recognised Institute.

Desirable: Post graduate preferably MBA

Experience – 1 year experience in handling skill development projects like DDUGKY, NULM, PMKVY etc.

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

Primary Duties and Responsibilities

The Project Head performs a wide range of duties described as follows:

- Responsible for Revenue generation for the Project as per agreed Business Plan.
- Responsible for monitoring, operating and capital expenditure of the project.

Operations

- Identification and Setting up of Skill development centres within project timelines and budgets as per SoP norms with the help of HO Procurement and IT team and centre level local team.
- Preparation and submission of PPWS to PSDM within stipulated timeline as per SoP.
- Filing of DDR of the centres on portal.
- Finalize mobilization strategy in consultation with mobilization head to mobilize and enrol students for the skill training programmes as per the capacity targets of the centres
- Ensure that attendance of the students enrolled in the centres is maintained at the prescribed levels.
- Organizing timely term end assessments of students.
- Ensure exam pass percentage is maintained as prescribed.

People Management

- Hiring through local network or from data bank for Centre Managers and overseeing hiring of Mobilizers, Counsellor and Trainers positions
- Orientation of centre level staff.

- Organizing ToT of trainers.
- Assigning responsibilities to direct reportees.
- Ensure delivery of all the centre level targets from every Centre Manager
- Inspiring, building and managing the team effectively to bring accountability to the team and providing support to all stakeholders.
- Liaise with government authorities / market partners including infra providers and adhere to the commitments as per the respective MOU's.
- Coordinate with State government, funding agency, partner organizations for smooth functioning and prompt payments
- Coordinate with NCVT/SSC for allocation of assessment agency before batch end
- Networking with DM, CDO, SDO, BDO, local NGOs and Community Based Organizations etc. so as to sensitize them for supporting the mobilization team in mobilization of eligible candidates from allocated districts.
- Complying the Risk assessment matrix and mitigation plan as per the guidelines/ SOPs/ discussions with the superiors/auditors
- Following the policy (SOPs) for smooth running of all centres
- Overseeing full compliance to laid down Quality systems and maintaining accounting standards in centres and ensure 100% compliance in the region to comply with organizational policies
- Meeting agreed requirements of internal and external stakeholders

2. Operation Executive (DDUGKY SOP Certified) 1 No.

Educational Qualification: Graduation in Engineering/Science or any other discipline, from recognised Institute.

Experience – 1 year experience in handling skill development projects like DDUGKY, NULM, PMKVY etc.

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 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.

3. QC Executive (DDUGKY SOP Certified) 1 No.

Educational Qualification: Graduation in Engineering/Science or any other discipline, from recognised Institute.

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

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.

4. MIS Executive (DDUGKY SOP Certified) 1 No.

Educational Qualification: Graduation in Engineering/Science or any other discipline, from recognised Institute.

Experience – 1 year experience in handling skill development projects like DDUGKY, NULM, PMKVY etc.

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

5. Placement Executive 1 No.

Educational Qualification: Any graduate, from recognised Institute. Post graduate (preferably MBA) shall be given priority

Experience – 1 year experience in relevant field.

Expected knowledge – Excellent Communication Skills. Should have relevant experience of placement of students in educational institute or skill development programs run by govt. Must have hands on presentation skills, Interpersonal skills to work as a team. Must have initiatives and creativity.

Other skills and requirements –

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

Roles and responsibilities:

1. Monthly identification of Placement Load and Skill Set Mapping
2. Submission of Monthly OJT /Placement Plan as per project guidelines
3. Requirement/Lead generation to meet Monthly Targets
4. Arranging Job Fairs/Campus Interviews
5. To take part in Screening/selection Process of the candidates
6. To conduct pre placement sessions for expectation management of the candidates (At least once in a month)
7. Preparation of Monthly Placement MIS and Record keeping
8. Ensuring up-gradation/career progression of placed/experienced candidates
9. Regular Company Visits to build strong relationship with clients

6. Community Mobilization Specialist 1 No.

Educational Qualification: Any graduate, from recognised institute

Experience – 1 year experience in relevant field.

Expected knowledge – Excellent Communication Skills. Should have relevant experience in mobilizing and counseling of students under skill development programs run by government. Must have hands on presentation skills, Interpersonal skills to work as a team. Must have initiatives and creativity.

Other skills and requirements –

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

Roles and responsibilities:

- Travel across the districts, villages and nearby areas and find the unemployed youth with potential.

- Convince them to get trained under DDU - GKY Project.
- Get the candidates registered under DDU - GKY project.
- Actively participate in mobilizing youth for training.
- Motivate youths for maximum attendance and to take up jobs.
- Actively participate in meeting the target of DDUGKY to get the candidates enrolled and trained

7. Tally Trainer (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
- Should be SSC Certified

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

8. CNC Programmer-cum-Trainer (SSC Certified) 2 Nos.

Educational Qualification: BE/ B. Tech (Mechanical) / Diploma in Mechanical/ Diploma in Tool & Die

Experience – 1 year experience in relevant field. Should be SSC Certified.

Expected knowledge –

- Candidate with Teaching + Industry hands on experience. Minimum 1-2 years experience on programming and operation of CNC lathe & mill machines.
- Should independently handle the CNC machine setup, tooling setup, programming & troubleshooting.
- Should independently conduct Technical CAD/CAM/CNC Training's, Work Shops, Projects & Promotional activities.
- Must have excellent communication skills and knowledge of regional language.

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

APPLICATION FORM

CENTRAL TOOL ROOM
A Government of India Society
A-5, Focal Point, Ludhiana – 141 010.
Ph. No. : 0161-2670057-2670059
Website: www.ctrludhiana.com
E-mail: info@ctrludhiana.com

Name of the post applied for

1.	Name (in Block letters)	:	
2.	Date of Birth	:	
3.	Father's Name	:	
4.	Father's Occupation	:	
5.	Father's Address (Last address, if dead)	:	
6.	Complete Postal Address (Present)	:	
7.	Permanent Address	:	
8.	Phone No./ Mobile No.	:	
9.	E- mail ID:	:	
10.	Nationality	:	
11.	Religion	:	

12. Educational Qualifications (Matriculation onward):

Sr. No.	Examination	Year of Passing	Name of the University/Board	Subjects of study	Class or division	% of Marks

* Attach self-attested copies of testimonials in support of your qualification

13. Experience (in chronological order)

S. No.	Name of the employer	Period		Designation & Nature of duties	Pay scale / Total Salary	Reason for leaving
		From	To			

* Attach self-attested copies of certificates in support of your experience.

14.	Languages	:	Speak	Read	Write
	i.				
	ii.				
	iii.				
15.	Extra-Curricular Activities	:			
16.	Any specialized training / course attended/ TOT Certification	:			
17.	Marital status	:			
18.	Whether belongs to SC / ST / OBC / Ex-serviceman / handicapped (if so, give details and enclose copy)	:			
19.	Is any disciplinary / vigilance enquiry pending / contemplated against you?	:			
20.	Have you any objection to make reference to your employer?	:			
21.	Minimum joining time required	:			
22.	Any other information which you wish to be recorded may be mentioned in this column.	:			
23.	Name of two responsible references (not relatives)				
	i. Name : _____ Position : _____ Address : _____ _____		ii. Name : _____ Position : _____ Address : _____ _____		

Dated

Signature of the applicant

Note:

- i. Use additional sheets wherever necessary.
- ii. Suppression of any relevant information or incomplete replies to the question in this application form will entail disqualification for appointment subsequently.
- iii. Attach copy of testimonials in support of your qualification, experience.