

bcGovernment of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Regional Vocational Training Institute for Women, Agartala
(Old Building of Directorate of Industries & Commerce Department, Gurkhabasti, Agartala – Tripura)

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

Last date for submission of application :- 22-02-2016

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(RVTI) for Women, Old Building of Directorate of Industries & Commerce Department, Gurkhabasti , Agartala - Tripura (West) , PIN : 799001

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 (Dress Making)	01	<p>Academic :- 10th Passed</p> <p>Technical :- Diploma(Three years duration in Dress Making And Designing / Garment Fabrication Technology /Dress Making & Garment Manufacturing / Costume Design & Dress Making awarded by state board of education of a recognized board / University /AICTE approved or equivalent.</p> <p>Experience: Three years relevant experience in garment industry/ training in the field after acquiring above qualification including experience in the area of training of trainers.</p> <p>Desirable Qualifications: a) Teacher's Training Diploma from NITTTRs(Ministry of Human Resource Development) or Instructors Training Certificate from Advanced Training Institutes, Central Training Institutes, National / Regional Vocational Training Institutes for women under DGT, M/o Skill Development and Entrepreneurship</p> <p>b) Certificate(six months duration) in computer application/computer science or equivalent.</p>	<p>21 to 30 years</p> <p>There is no upper age limit in case of retired employees.</p>	<p>Rs.30,000/month</p> <p>Last pay drawn and Pension amount would be taken into consideration in case of retired employees.</p>
2.	Vocational Instructor (Basic Cosmetology*) *formerly known as Hair & Skin Care	01	<p>1. 10th class pass under 10+2 system or equivalent</p> <p>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 up to 1980 session and by National Council for Vocational Training thereafter; and</p> <p>(ii) National Craft Instructors certificate awarded by The National Council for Vocational Training</p> <p>OR</p> <p>(b) Diploma of a recognized Board or Institute in appropriate</p>		

			<p>Branch of Engineering/Technology/field. Experience:- 5 years experience i.e. training period for acquiring the qualifications mentioned at item 2 and experience acquired after said qualification(s) 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>Persons possessing higher qualification(s) viz. Bachelor's/Master Degree in relevant field/discipline with relevant experience may also apply.</p>		
5.	Office Superintendent	01	<p>Bachelor's Degree OR Diploma in professional area</p> <p>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 the 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. 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 Govt deptt /organisation or in State/Central Govt. Public Sector undertaking/enterprise. 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
6.	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. 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 Govt deptt/organisation or in State/Central Govt. Public Sector undertaking/enterprise, with at- least five years service in the grade And</p> <p>Possessing at least two years experience in Book Keeping, accountancy</p>	18 to 25 years	Rs.16,000/month

			and purchase.		
7.	Upper Divisional Clerk(UDC)	01	<p>Essential:-Bachelor's Degree. Desirable:- Bachelor's Degree with experience in establishment or stores or accounts work. In case of Retirees:- Persons, who had been holding the analogous post of UDC 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 Govtdeptt/organisation 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.
8.	Lower Divisional Clerk (LDC)	01	<ol style="list-style-type: none"> 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) 	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 (RVTI) for Women, Old Building of Directorate of Industries & Commerce Department , Gurkhabasti, Agartala-Tripura (West), PIN : 799001** on a duly typed plain paper (**along with Xerox attested copies of Educational/Technical Qualifications and Experience**) mentioning therein the details viz:-**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):- viz. Exam passed, Name of the Board/University, Year of Passing the Exam, Subjects studied, Total Marks, Marks obtained, % age of Marks,**9.**Experience:- viz. Name & address of the Organisation, Designation, Period (from ...to), Salary Drawn, Nature of duties performed, **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 **12. Signatures of candidate with Place & date.**

For further details:- Contact , Principal/Head of Office, RVTI for Women, Agartala at Telephone Number :- 0381 – 2300047

