

GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA  
(WCSC BRANCH)  
E-mail [wscbranch.dtte@gmail.com](mailto:wscbranch.dtte@gmail.com)

No. F.1 (26)/Staff Recruitment/WCSC/Admn./DTTE/2018/296

Dated: 28/12/2018

To

The Secretary  
Directorate of Information and Publicity  
Block No. 9, Old Secretariat  
Delhi

**Subject: Recruitment Notice for Staff at World Class Skill Centers.**

Sir,


I am directed to enclose herewith copy of media plan and recruitment notice approved by Hon'ble Dy. C.M./ Minister (TTE) for publication in display column (15cm X 12 cm, Black & White) for two English and four Hindi leading daily newspapers published from Delhi / New Delhi prominently as mentioned below on anyone day between 29<sup>th</sup> December 2018 to 31<sup>st</sup> December 2018 positively.

- |                     |         |
|---------------------|---------|
| 1. Hindustan Times  | English |
| 2. The Hindu        | English |
| 3. Nav Bharat Times | Hindi   |
| 4. Dainik Jagran    | Hindi   |
| 5. Punjab Kesari    | Hindi   |
| 6. Navodaya times   | Hindi   |

Copies of approval by Hon'ble Dy. C.M., approved advertisement, SOP, approved plan of rates as per DIP rate & certificate of compliance on content regularization of Government Advertisement by HOD are enclosed.

Encls: As above

Yours faithfully

  
28/12/18  
(Rajanish Singh)

Joint Director (TTE)

No. F.1 (26)/Staff Recruitment/WCSC/Admn./DTTE/2018/296

Dated: 28/12/2018

Copy for information to:

1. OSD to Hon'ble Dy. C.M. GNCTD
2. PS to Secretary (TTE)
- ✓ 3. The Assistant Programmer, DTTE, Pitam Pura, Delhi 88 with the request to publish the advertisement on the department website.

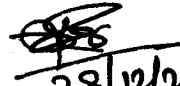
  
28/12/18  
(Rajanish Singh)

Joint Director (TTE)

PTO,

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034  
WCSC BRANCH**

Applications are hereby invited for the post of **Chief Operating Officers/ Master Trainers / Office Executives / Multi tasking Staff** on contractual basis for newly established World Class Skill Centers in NCT of Delhi. For qualifications/ experience / vacancies etc. for the above posts, the aspirants should visit the department website [www.tte.delhigovt.nic.in](http://www.tte.delhigovt.nic.in).

  
28/12/2018

**Joint Director-TTE**

Department of Training and Technical Education

**RAJANISH SINGH**  
Joint Director(TTE)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DEPARTMENT OF TRAINING & TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088**  
**[WORLD CLASS SKILL CENTRE]**

INSTRUCTIONS FOR APPLYING FOR THE POSTS OF CHIEF OPERATING OFFICERS /  
MASTER TRAINERS / OFFICE EXECUTIVES / MULTI TASKING STAFF

**Last date for receiving of duly filled applications: 22<sup>nd</sup> January 2019 up to 4:00 pm**

Applications are hereby invited for the post of **Chief Operating Officers/ Master Trainers / Office Executives / Multi tasking Staff** on contractual basis for newly established World Class Skill Centers in NCT of Delhi.

**1. Number of posts:**

<u>S. No.</u>	<u>Name of post</u>	<u>No. of posts*</u>	<u>Consolidated Monthly Remuneration (Rs.)</u>
1.	Chief Operating Officer (COO)	04	78800/-+ DA
2.	Master Trainer (MT)	29	75,000/-
3.	Office Executive (OE)	07	40,000/-
4.	Multi tasking Staff (MTS)	07	20,000/-

Note: Total number of posts may vary depending on the administrative / functional requirements

**2. Qualifications for the Posts:** Please refer **Annexure-I**.

**3. Conditions for engagement on contractual basis:**

- I. Before applying candidates should ensure that he/she fulfills all the eligibility conditions/norms.
- II. Selected candidates will be posted anywhere in NCT of Delhi.
- III. Candidates before joining shall enter/ sign a Contract/ bond with DTTE on prescribed terms and conditions refer **Annexure -II**. The contract shall be for One year which is extendable for three years based on annual performance.

**4. How to apply:** Application shall be submitted on A-4 size white paper written in their own handwriting with blue ball point pen only on one side of the paper and should be in conformity with the format given in this notice. **The format of Application form is at Annexure III** and for **duties and responsibilities refer Annexure IV**.

- i. **Photograph:** one recent passport size photograph in white background with clear front view of the candidate in normal attire without cap/sunglasses/wigs should be pasted on the application in the space provided and signed by the candidate on the top of the photograph.

ii. **Enclosures:**

- a) All the photocopies of Academic / professional & experience should be self attested and firmly attached along with the complete application form.
- b) Mail address & Mobile no. of the candidate must be clearly mentioned for further course of contact/correspondence.

**5. To whom apply:** The application complete in all respect along with all enclosures duly attached should be sent through Speed post addressed to:- **The Joint Director-TTE, Department of Training & Technical Education, WCSC Branch, Room no. 2, Board of Technical Education, Muni Maya Ram Marg, Near TV Tower, Pitam Pura, Delhi-110088** and should reach by **22<sup>nd</sup> January 2019 up to 4:00 pm**. Department will not be responsible for any Postal delays.

**6.** The envelope containing the application should clearly be superscribed as **“Application for the post of..... for World Class Skill Centres at Delhi”**.

7. **Mode of Selection:** Candidates who have been shortlisted after scrutiny of applications will subsequently be called for an Interview/ Test, whose details will be uploaded on the department website.
8. **Final Decision:** The decision of the Department of Training and Technical Education in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information and mode of selection will be final, binding on the candidates and no enquiry or correspondence will be entertained by DTTE in this connection. DTTE reserves the right to cancel the candidature of the candidate at any stage of recruitment process and even after the selection/appointment of the candidate, if he/she does not fulfill the conditions specified in the notification.
9. The DTTE reserves the right to rectify inadvertent error, omission, if any.

**(Rajanish Singh)**  
**Joint Director (TTE)**

**Enclosure:-**

- |                 |  |
|-----------------|--|
| Annexure - I:   | Qualifications for the Posts                           |
| Annexure -II:   | Terms and Conditions as part of Contract of Engagement |
| Annexure - III: | Format of Application form                             |
| Annexure – IV:  | Duties and Responsibilities                            |

**A. Qualifications for Candidates applying for the post of Chief Operating Officer COO**

- I. Master degree in Technology/ Science/ Business Administration/ Commerce/ Humanities/ Management/ Marketing
- II. 15 years experience in the relevant field / administrative/ management/ institution Head.
- III. Proficient in IT Skills- (able to use and operate) MS-Word, Excel and Power Point, internet etc.
- IV. Age limit: - up to 50 years (relaxation for SC/ST/OBC/PD etc. as per existing government rules.
- V. Should be in possession of passport, willing to go for training abroad and willing to join within 30 days from the date of offer of appointment.
- VI. **Desirable:**  
Fluency in English – able to communicate in English (both Written & spoken)

**B. Qualifications for Candidates applying for the post of Master Trainer (MT)**

S. No .	Master Trainer Required in Sector/Course	No. of Master Trainer Required	Qualification & Experience
1	Beauty & Wellness	3*	<p>M.Phil in Cosmetology/M. Pharma with Pharmaceutics with 05 (Five Years) working experience in industry or Teaching/Training</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Sc in Home Science / B. Pharma with 07 (Seven Years) working experience in Cosmetic industry or Teaching/ Training.</p> <p style="text-align: center;"><b>OR</b></p> <p>Two / Three years Diploma in Cosmetology from a recognized Board / University with 10 (Ten years) working experience in cosmetic industry or Teaching / Training</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI in Beautician/Basic Cosmetology with 15 (Fifteen Years) working experience in industry or Teaching/ Training</p> <p>Desirable:</p> <ol style="list-style-type: none"> <li>i. Able to communicate in English (both written and spoken)</li> <li>ii. Comfortable with all modern teaching aids, audiovisuals and proficient in MS – Office</li> </ol>
2	Sports Fitness & Yoga Application	2*	<p>M.A. Yoga/Masters in Physical Education (M.P.Ed)/ UGC NET (preferable) with understanding of sports training and basic knowledge of web browsers, mobile applications and internet with Five (05) years of working experience</p> <p style="text-align: center;"><b>OR</b></p> <p>Masters in Physical Education (M.P.Ed)/UGC NET (preferable) qualify for Sports Exercise Programme Design and Anatomy &amp; Physiology with Five (05) years of working experience</p> <p>Desirable:</p> <ol style="list-style-type: none"> <li>i. Able to communicate in English (both written and spoken)</li> <li>ii. Comfortable with all modern teaching aids, audiovisuals and proficient in MS - Office</li> </ol>

3	Sports Digitization & Performance Management	1*	<p>Masters in Physical Education (M.P.Ed)/UGC NET (preferable) with understanding of sports training and basic knowledge of web browsers, mobile applications and internet with Five (05) years of working experience</p> <p><b>OR</b></p> <p>Masters in Physical Education (M.P.Ed)/UGC NET (preferable) qualify for Sports Exercise Programme Design and Anatomy &amp; Physiology with Five (05) years of working experience</p> <p><b>OR</b></p> <p>MBA in Marketing &amp; Finance with Five (05) years of working experience in conduct of Sports Event Management</p> <p><b>OR</b></p> <p>MBA in Sports Event Management with Five (05) years of working experience in conduct of Sports Event Management</p> <p>Desirable:</p> <p>i. Able to communicate in English (both written and spoken)</p> <p>Comfortable with all modern teaching aids, audiovisuals and proficient in MS - Office</p>
4	Computer System Operator	2*	<p>ME/M. Tech/M. Sc in Computer Science / IT with Five (05) years Industry Experience</p> <p><b>OR</b></p> <p>BE/B.Tech/B. Sc in Computer Science / IT with Five (05) years Industry Experience</p> <p><b>OR</b></p> <p>Two / Three years Diploma in Computer Science / IT from a recognized Board / University with 10 (Ten Years) working experience in Front Office / Housekeeping in hotel industry or Teaching Institute.</p> <p>Desirable:</p> <p>i. Able to communicate in English (both written and spoken)</p> <p>ii. Comfortable with all modern teaching aids, audiovisuals and proficient in MS - Office</p>
5	Retail services	7*	<p>MBA in Sales &amp; Marketing/ Sales/ Marketing/ Retail Management from a recognized University with Five (05) years of working experience in Retail Services (Operations &amp; Merchandising)</p> <p><b>OR</b></p> <p>BBA in Sales &amp; Marketing/ Sales/ Marketing/ Retail Management from a recognized University with Seven (07) years of working experience in Retail Services (Operations &amp; Merchandising)</p> <p>Desirable:</p> <p>i. Able to communicate in English (both written and spoken)</p> <p>ii. Comfortable with all modern teaching aids, audiovisuals and proficient in MS - Office</p>
6	Hospitality Operations	5*	<p>M Sc Hospitality &amp; Tourism Management/ M Sc in Hospitality Administration with 05 (Five Years) working experience in Front Office / Housekeeping in hotel industry or Teaching Institute. Well versed with Hotel Management System (Software)</p> <p><b>OR</b></p> <p>B Sc in Hospitality and Hotel Administration with 07</p>

			<p>(Seven Years) working experience in Front Office / Housekeeping in hotel industry or Teaching Institute. Well versed with Hotel Management System (Software)</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years Diploma in Hotel Management from a recognized Board / University with 10 (Ten Years) working experience in Front Office / Housekeeping in hotel industry or Teaching Institute. Well versed with Hotel Management System (Software)</p> <p style="text-align: center;"><b>OR</b></p> <p>Apprenticeship / ITI in Front Office/Receptionist/ Housekeeping with 15 (Fifteen Years) working experience in Front Office / Housekeeping in hotel industry or Teaching Institute. Well versed with Hotel Management System (Software)</p> <p>Desirable:</p> <ol style="list-style-type: none"> <li>i. Able to communicate in English (both written and spoken)</li> <li>ii. Comfortable with all modern teaching aids, audiovisuals and proficient in MS - Office</li> </ol>
<b>7</b>	Food Production	4*	<p>M Sc Hospitality &amp; Tourism Management/ M Sc in Hospitality Administration with 05 (Five Years) working experience in Kitchen in hotel industry or Teaching/ Training.</p> <p style="text-align: center;"><b>OR</b></p> <p>B Sc in Hospitality and Hotel Administration with 07 (Seven Years) working experience in Kitchen in hotel industry or Teaching / Training.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years Diploma in Hotel Management from a recognized Board / University with 10 (Ten Years) working experience in Kitchen in hotel industry or Teaching / Training.</p> <p style="text-align: center;"><b>OR</b></p> <p>Apprenticeship / ITI in Food Production / Cook (General) with 15 (Fifteen Years) working experience in Kitchen in hotel industry or Teaching.</p> <p>Desirable:</p> <ol style="list-style-type: none"> <li>a. Able to communicate in English (both written and spoken)</li> <li>b. Comfortable with all modern teaching aids, audiovisuals and proficient in MS - Office</li> </ol>
<b>8</b>	Finance Executive	5*	<p>Bachelor degree plus MBA in Finance from a recognized University</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor degree plus CA from ICAI</p> <p style="text-align: center;"><b>AND</b></p> <p>Certification holder from NISM/NCFM/Indian Institute of Insurance (III)</p> <p>Minimum Five year of experience in Accounting, Banking &amp; Finance sector in the industry or Teaching/ Training.</p> <p>Desirable:</p> <ol style="list-style-type: none"> <li>a. Able to communicate in English (both written and spoken)</li> <li>b. Comfortable with all modern teaching aids, audiovisuals and proficient in MS - Office</li> </ol>
<b>Total</b>		24+5=29*	

\*Number of posts may vary depending on functional / administrative / requirement

- I. Proficient in IT Skills- (able to use and operate) MS-Word, Excel and Power Point, internet etc (For all).
- II. Age limit: - Up to 50 years (relaxation for SC/ST/OBC/PD etc. as per existing government rules.
- III. Should be in possession of passport, willing to go for training in abroad and willing to join within 30 days from the date of offer of appointment.

**C. Qualifications for Candidates applying for the post of Office Executive (OE)**

- I. Bachelor's degree in any discipline from recognized university.
- II. Having Five (05) Years experience in administrative /office/account related work.
- III. Typing speed (English) 30 W.P.M. and Proficient in IT –Skills (MS-Word, Excel & Power point etc.)
- IV. Age limit: - Up to 35 years (relaxation for SC/ST/OBC/PD etc. as per existing government rules

**Desirable:**

Fluency in English – able to communicate in English (both Written & spoken)

**D. Qualifications for Candidates applying for the post of Multy Tasking Staff (MTS)**

- i. Matriculation / 10<sup>th</sup> pass from a recognized school or board.

OR

NTC in COPA/Food Production/Stenography English /Computer Hardware & Networking

- ii. Age limit: - 18 to 25 years (relaxation for SC/ST/OBC/PD etc. as per existing Government rules).

**Desirable:**

- i. Knowledge of English – able to read & write in English.
- ii. Proficient in IT –Skills (MS-Word, Excel & Power point etc.)

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**Terms and Conditions as part of Contract of Engagement**

**1. Effective Date:**

The engagement is purely on contractual basis for the period of one year from ...../...../2018 which shall be extendable for a period of three years upon satisfaction of the performance on year to year basis and this engagement will not entitle MT to any claim or right of regularization of service either with Department of Training and Technical Education or Government of Delhi on the basis of this engagement.

**2. Period:**

The appointment is on contract basis for a period of one year, which shall be commence w.e.f...../...../2018 and will be reviewed annually during this period on the basis of prescribed performance etc. the period may be extended further.

**3. Remuneration:**

The consolidated contractual monthly remuneration (including all perks and benefits) will be Rs. 78,800 + DA for COO / Rs. 75,000/- for MT / Rs. 40,000/- for OE / Rs. 20,000/- for MTS and will not be entitled to any other allowance under whatsoever name, except the consolidated monthly contractual remuneration. However, local conveyance/fare will be payable to COO/MT/OE/MTS for traveling in the field for office work. In case COO/MT/OE/MTS use their own vehicle, in the discharge of other than the normal duty, COO/MT/OE/MTS shall be entitled to seek reimbursement as per approved rates of the Government of NCT of Delhi.

**4. Duties and Responsibilities:- of each post are attached in Annexure-IV.**

**5. WORK PLACE:**

It will be the liability of Chief Operating Officer/Master Trainer/ Office Executive/ MTS to serve in any part of NCT of Delhi, which includes all such places where works related to DTTE/WCSC, are functional.

**6. Working Days And Timings:**

The working hours of the office shall be as declared from time to time and office will be functional 5 days a week i.e. from Monday to Friday (minimum 8 hours daily excluding lunch) and shall also be acceptable if revised. Chief Operating Officer/Master Trainer/ Office Executive/ MTS will be eligible to avail all gazetted holidays observed by Government of NCT of Delhi. However, in the event of exigencies of services, Chief Operating Officer/Master Trainer/ Office Executive/ MTS may be called for duty on Saturday, Sunday and any public holidays.

Chief Operating Officer/Master Trainer/ Office Executive/ MTS may also be called for duty in shifts also like morning shift, evening shift and weekend classes on Saturday and Sunday also.

**7. Leaves :**

The Casual leaves of 8 days and 2 days Restricted Holidays per academic session can be availed only with the prior permission of the authority, leaves other than these shall be treated as absent and remuneration shall be deducted accordingly.

**8. General Terms And Conditions Of Work:**

a. Chief Operating Officer/Master Trainer/ Office Executive/ MTS will perform, observe and conform to such duties, directions and instructions assigned or communicated to Chief Operating Officer/Master Trainer/ Office Executive/ MTS by the DTTE/WCSC authorities and those in authority over Chief Operating Officer/Master Trainer/ Office Executive/ MTS. No additional/extra allowances or remuneration will be paid to Chief Operating Officer/Master Trainer/ Office Executive/ MTS for discharging the assigned additional work or additional duty assigned to them as and when required.

- b. It is strictly not permitted to pick up remunerative work elsewhere while Chief Operating Officer/Master Trainer/ Office Executive/ MTS is engaged with DTTE/WCSC if found, then his engagement will be terminated.
- c. It is strictly not permitted to enter into any commitments or dealings on behalf of the DTTE/WCSC or which Chief Operating Officer/Master Trainer/ Office Executive/ MTS has no express authority, nor alter or be a party to any alteration of any principle or policy of the DTTE/WCSC or exceed the authority or discretion vested in them without the previous sanction of the DTTE/WCSC or those in authority over them.
- d. It will be MT's/OE's responsibility for the safekeeping and return in good condition and order of all DTTE/WCSC property, which may be in MT's/OE's use, custody or charge.
- e. **Written Articles/Correspondence:** Any articles written by Chief Operating Officer/Master Trainer/ Office Executive/ MTS individually or jointly with any other person/persons pertaining to our activities during the course of this assignment with us, and all correspondence that Chief Operating Officer/Master Trainer/ Office Executive/ MTS may have with other organizations in connection with our activities shall become the sole property of DTTE/WCSC and Chief Operating Officer/Master Trainer/ Office Executive/ MTS will have no claim over the same.
- f. COO/MT/OE/MTS will be required to update their self on the usage of computers or any other equipment, which may be required by the DTTE/WCSC from time to time.
- g. Chief Operating Officer/Master Trainer/ Office Executive/ MTS will not involve in any kind of political activities with any political parties direct and indirectly.
- h. Chief Operating Officer/Master Trainer/ Office Executive/ MTS will not generate any pressure on their superior authorities of DTTE/WCSC by means of political influences/ bureaucracy etc.
- i. No discriminate among the students regarding caste, religious economy level or gender differences etc. and shall be responsible for making the harmonious atmosphere among the students.
- j. Chief Operating Officer/Master Trainer/ Office Executive/ MTS will be agreeing to deposit all the original documents/testimonials belonging to MT with the safe custody of the authorities of DTTE/WCSC.

**9. Confidentiality:**

Chief Operating Officer/Master Trainer/ Office Executive/ MTS will not, either during or after employment with DTTE/WCSC either by word of mouth or otherwise, divulge particulars or details of our modus operandi, technical know-how, security arrangements, administrative and/or organizational matters of confidential or secret nature which may be their personal privilege to know by virtue of their employment with DTTE/WCSC and Chief Operating Officer/Master Trainer/ Office Executive/ MTS will both during and after their employment take all reasonable precautions to keep all such information confidential.

**10. Misconduct:**

If at any time, in the opinion of DTTE/WCSC, which is final in this matter, Chief Operating Officer/Master Trainer/ Office Executive/ MTS are found guilty of any type of financial irregularity, disobedience, disorderly behavior, negligence or indiscipline or loss of confidence or of any other conduct considered to be detrimental to the interests of the DTTE/WCSC or of violation of one or more terms of this contractual engagement, the contract signed with Chief Operating Officer/Master Trainer/ Office Executive/ MTS is liable to be terminated with immediate effect and he/ she will also be liable for suitable penalty also which will be decided by DTTE/ Govt. of NCT of Delhi.

**11. Arbitration:**

Any dispute, which is not settled by mutual agreement/contract, shall be at the option of either party and, upon written notice to the other party, be settled through arbitration. The arbitration shall be conducted in accordance with the arbitration act. Arbitration shall take place in New Delhi and the proceedings should be held in English language. In any arbitration, there shall be appointed arbitrator(s), in terms of the Indian arbitration act.

**12. Jurisdiction:-**

The Jurisdiction of this agreement/contract for implementation/dispute settlement is limited to Delhi only.

**13. Expiry Of Contract:**

The contract shall stand terminated automatically on expiry of the above stipulated period if not extended prior to the stipulated date of expiry of the contract.

**14. Termination Of Service Contract:**

- a) The employment contract, executed by DTTE/WCSC with MT can be terminated with immediate effect without assigning any reason by giving one-month notice or payment of one month’s consolidated remuneration in lieu thereof and in case Chief Operating Officer/Master Trainer/ Office Executive/ MTS want to resign from contractual employment MT can also do the same by giving one month notice or payment in lieu thereof then MT must have to deposit the expenditures to DTTE/WCSC incurred on MT for the 4 weeks training at Singapore +2 weeks training at Delhi with 18% interest from the date of the joining.
- b) In case of absence for a continuous period of 8 days (including absence when leave though applied for, is not granted or when MT overstay period of sanctioned leave by 8 days), MT would lose the contractual rights arising out of this contract.
- c) This appointment is subjected to verification of MT credentials, testimonials and is based on the information supplied by MT to us in their application, personal data from and other documents, in case at later stage any information is found to be incorrect or some material information is found to have been concealed, MT appointment will be deemed to be invalid and MT will be liable to discharge forthwith and penalty as well.
- d) Periodic performance appraisals of MT work will be assessed by the authorities of DTTE/WCSC at any time. In case MT performance is not found up to the benchmark, the service contract is liable to be terminated.

The Chief Operating Officer/Master Trainer/ Office Executive/ MTS agrees that the offer of engagement is provisional and subjected to the verification of qualification, experience and other documents submitted by them.

IN WITNESS WHEREOF, the Chief Operating Officer/Master Trainer/ Office Executive/ MTS has hereunto set his hand, and the employer has caused these presents to be executed in its name and on its behalf, all as of the day and year first above written.

(For & on behalf of DTTE/WCSC)

[.....]

[.....]

[Signature of employee/ Chief Operating Officer/Master Trainer/ Office Executive/ MTS]

Name:.....

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**Annexure- III**

**BY SPEED POST**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
Muni Maya Ram Marg,(Near TV Tower), Pitam Pura, Delhi-110088.  
(WCSC Branch)  
Phone- 011-27315863, E- mail- [wscsdelhi.rec@gmail.com](mailto:wscsdelhi.rec@gmail.com)**

**Last date for receiving of duly filled applications: 22<sup>nd</sup> January 2019 up to 4:00 pm**  
(Department will not be responsible for any Postal delay)

**APPLICATION FORMAT FOR ENGAGEMENT OF CHIEF OPERATING OFFICER/MASTER TRAINER /  
OFFICE EXECUTIVE/ MULTI TASKING STAFF ON CONTRACTUAL BASIS FOR  
WORLD CLASS SKILL CENTRES AT DELHI**

Paste a latest colored  
pass port size  
photograph in front  
pose only

1. Ref No.: F.1(26)/STAFF RECRUITMENT/WCSC/ADMN/DTTE/2018
2. Post applied for: \_\_\_\_\_  
(Chief Operating Officer/Master Trainer / Office Executive/ Multi Tasking Staff)
3. Full Name of candidate (in capital letters): \_\_\_\_\_
4. Father's Name: \_\_\_\_\_
5. Mother's Name: \_\_\_\_\_
6. Date of birth : 

D	D	M	M	Y	Y	Y	Y
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in words \_\_\_\_\_
7. Age as on 01.01.2019: \_\_\_\_\_ Years, \_\_\_\_\_ Months, \_\_\_\_\_ days.
8. E-mail Id : \_\_\_\_\_, Mobile number \_\_\_\_\_
9. Mark of identification: \_\_\_\_\_
10. Nationality: \_\_\_\_\_, Aadhaar No. (Optional): \_\_\_\_\_
11. Religion: \_\_\_\_\_
12. Marital Status: \_\_\_\_\_
13. Gender Male \_\_\_\_\_/Female \_\_\_\_\_
14. Category: \_\_\_\_\_ **Gen/SC/ST/OBC/PD/Ex-serviceman**
15. Last Three Months Emoluments drawn (in Rs.): \_\_\_\_\_

**16. Qualifications:**

**(a) Educational Qualification:**

S.N.	Qualification	Recognized Board/University/Institute	Year of passing with duration	%age of marks with division	Subjects

**(b) Post Graduation Qualifications:**

S.N.	Qualification	Recognized Board/University/Institute	Year of passing with duration	%age of marks with division	Subjects

**(c) Additional Qualifications/ Certification:**

S.N.	Qualification	Recognized Board/University/Institute	Year of passing with duration	%age of marks with division	Subjects

**(d) Professional/ Technical Trainings/Courses attended during service:**

S.N.	Type of training/ programme	Institute	Duration	Remarks

**17. Experience (Relevant Professional):**

**(a) In Industry (Practical): Total \_\_\_\_\_ Years \_\_\_\_\_ Months**

S.N.	Name of Organization/ Department	Position held	Nature of duty	Period	Last Salary drawn	Reason For Leaving

**(b) In Institute (Teaching/Training for Master Trainer)**

**Total \_\_\_\_\_ Years \_\_\_\_\_ Months**

S.N.	Name of Institute & Department/ Organization	Position held	Nature of duty	Period	Last Salary drawn	Reason For Leaving

**18. In case of serving employee:**

Organization where employed	Address of employer	Designation/ Post held	Date of appointment	Whether NOC obtained or Not

**19. Awards & Achievement**

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**20. Language Known**

Language	Spoken	Written
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)

**21. Reference (Must mention the HR, Head and immediate Officer of the last organization served)**

Name of referee	Company/Title	No. of Years applicants Known to referee	Contact No
1.			
2.			
3.			

**22. Correspondence address:**

House No \_\_\_\_\_ Village/Mohalla/colony/sector \_\_\_\_\_  
 Tehsil \_\_\_\_\_ Police station \_\_\_\_\_  
 District \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Pin code \_\_\_\_\_ Ph. No with STD Code: \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-mail ID: \_\_\_\_\_

**23. Permanent address:**

House No \_\_\_\_\_ Village/Mohalla/colony/sector \_\_\_\_\_  
 Tehsil \_\_\_\_\_ Police station \_\_\_\_\_  
 District \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Pin code \_\_\_\_\_ Ph. No with STD Code: \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ E-mail ID: \_\_\_\_\_

24. What Qualities differentiate you from a well-qualified individual in similar role?

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**(Please attach write up as annexure-24){For Chief Operating Officer and Master Trainer only}**

Please describe an innovation/new teaching techniques/new approach that enables students to learn better :)

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**(Please attach write up as annexure-24){For Chief Operating Officer and Master Trainer only}**

25. Brief Note about yourself:

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(Please attach write up as annexure-26)

**Note: - For SN. 24, 25 & 26 the write up should be in applicants own handwriting and each write up should not be more than 200 words.**

26. Indian Passport No.: \_\_\_\_\_ validity up to \_\_\_\_\_

Details of the Enclosure		Tick (√)
1.	Master's Degree & Mark sheet	<input type="checkbox"/>
2.	Bachelor's Degree & Mark sheet	<input type="checkbox"/>
3.	12 <sup>th</sup> Certificate	<input type="checkbox"/>
4.	10 <sup>th</sup> Certificate (D.O.B.)	<input type="checkbox"/>
5.	Experience Certificates	<input type="checkbox"/>
6.	Any Other Certificate	<input type="checkbox"/>
7.	Caste/PD/Ex-Serviceman Certificate	<input type="checkbox"/>
10.	Annexure 24	<input type="checkbox"/>
11.	Annexure 25	<input type="checkbox"/>
12.	Annexure 26	<input type="checkbox"/>

**Declaration in Candidate's own hand writing**

I, \_\_\_\_\_ S/o,W/o, D/o, Sh.\_\_\_\_\_ hereby declare that all the statements made in this application are true, complete and correct. In the event of any information being found false or incorrect or myself being not eligible in terms of eligibility criteria, my candidature/appointment is liable to be cancelled/terminated without any notice. I further undertake that:

- 1) I am willing to work as Chief Operating Officer/Master Trainer / Office Executive/ Multi Tasking Staff (strike off whichever is not applicable) on contract basis for one year extendable for three years based on my performance and as per the norms/ guidelines of DTTE, Delhi.
- 2) I will bring all my original documents when called for interview.

Dated: \_\_\_\_\_

(Signature of applicant)

Place: \_\_\_\_\_

Name of applicant

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**A- Duties and Responsibilities for Chief Operating Officer:**

The Chief Operating Officer shall be the overall Principal Academic and Executive Officer of the Centers and shall be responsible for the proper monitoring of administration and quality training of the Centers and for imparting instruction and maintenance of discipline therein.

Overall control of administrative, accounts & training related works of centre as below:

- Monitoring of admission process
- Distribution of classes to faculty
- To ensure the quality of training as well as discipline in the institute in all respects
- To ensure internship/training of trainees with the industry partners
- Smooth conduct of examination of eligible trainees
- Liaisoning with the industries to place the successful trainees
- Any other work assigned by the Authority
- To monitor daily activities, as well as emerging issues
- General administration of WCSC.
- Overall supervision of trainings programmes.
- Supervision and guidance of faculty and office staff.
- Guidance and counseling of trainees.
- To ensure proper maintenance of permanent records of trainees.
- Preparation of progress reports of WCSC and other required at HQ level.
- Procurement of tools, equipments, supplies and stationary etc for uninterrupted smooth training of the centre.
- Preparation of budgetary proposals.
- Planning for development of WCSC.
- Policy and procedures, standards, duration etc. in consultation with the SCVT. Implementation and administration of the programme in WCSC's.

**B- Duties and Responsibilities for Master Trainers**

The Master Trainer shall play a key role for conducting the classes of theory and practical. The followings are the key responsibilities of the trainers:

- Develop the lesson plan for imparting the training as per the curriculum.
- Imparting theory & practical training in the respective course
- Innovative creativity for teaching the students
- Give the demonstration to the trainees for practical classes and preparing digital presentation for the trainees on power point
- Conducting the Information Technology (basic computer, MS office etc., software usages, internet surfing etc. ) related classes
- Monitoring the activities of the trainees within the section and institute.
- Evaluate the practical jobs done by the trainees.
- Evaluation of the notes prepared by the trainees.
- Coordinate with the superior authorities of the WCSC.
- Maintain the class record of the trainees.
- Keeping the tools, machineries, equipments and furniture etc. under his safe custody.
- Conduct the session among the trainees in respect to personality development and Soft spoken skill related session also.

- Extra attention to be given to the weaker students of the class.
- Building the friendly environment among the students within the section and institute.
- Conduction of the session regarding discipline and punctuality etc. like taking care of the property and equipment of the institute.
- Preparing the regular progress of the trainees.
- Arrange/plan the industrial visit as per schedule.
- To monitor the anti-raging activities among the students as per the guidelines.
- Any other relevant work assigned.

**C- Duties and Responsibilities for Office Executive**

The key responsibilities of the Office Executive includes day to day administration and accounts related work of the staff as well as the trainees of the institute as under:

- **Administrative Work of staff:**  
To look after/maintain day to day administrative work of institute related to staff Like- appointment letters, service book and other related data etc. of staff.
- **Administrative Work of Trainees:**  
To maintain the record/data in respect of admission, attendance, internal assessment, examination, result, placement, internship etc.
- **Accounts Work of staff:**  
To maintain the personal attendance, leave account and salary records of staff like- and to manage the training related data (for admission, attendance, examination, result, placement and other activities involved during the training) of the trainees.
- **Accounts Work of Trainees:**  
To maintain records/data of cashless admission fees, scholarship/stipends, examination fees, security deposit and any other finance related matters.
- To look after the complete work of WCSC Store & inventory.
- Any other work assigned by the Authority.

**D- Duties and Responsibilities for Multi Tasking Staff**

Followings are the key responsibilities of the Multi Tasking Staff vide DoPT OM No. AB-14017/6/2009-East (RR) dated 30.04.2010S:-

1. Physical maintenance of records of the Section.
2. General cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Section/Unit.
6. Assisting in routine office work like diary, dispatch etc., including on computer.
7. Delivering of Dak (outside the building).
8. Watch & Ward duties.
9. Opening & Closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his/her ITI qualifications, if it exists.
14. Driving of vehicles, if in possession of valid driving license.
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by the superior authority.

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