

Advertisement for the Post of Consultant for GSDM

**Gujarat Skill Development Mission, C/O Directorate of Employment & Training,
Block no. 1, 3rd floor, Dr. Jivraj Mehta Bhavan, Sector-10, Gandhinagar-382010**

Gujarat Skill Development Mission, is an apex body for monitoring, co-ordination and convergence related to Skill Development & Entrepreneurship activities leading to employment in Gujarat, to strengthen Skilling activities in Gujarat, GSDM is looking for self-driven, high energy professionals with relevant experience and brilliant academic record in various core functions like Strategic Projects and Co-ordination, Survey & Analysis, Monitoring & Evaluation, MIS, Event Management, Accounts and Audit and should be proficient in communication in English.

Applications for Post of Consultants for various Cell or Wing are invited purely on contract basis for its Head quarter and District Offices in Gujarat. Visit www.talimrojgar.gujarat.gov.in for details of Eligibility for various Posts, Job description, Qualification & Experience. Probable districts are Ahmedabad, Vadodara, Rajkot, Surat, Banaskantha, Jamnagar, Bharuch, Mehsana, Valsad, Kutch, Gandhinagar and Surendranagar.

Applicants have to download prescribed form from website www.talimrojgar.gujarat.gov.in and to submit it in hard copy in the name of Mission Director, Gujarat Skill Development Mission, Gandhinagar, Gujarat; along with necessary testimonials and certificates at above mentioned address during office hours ON or before 31st August 2016. Eligible candidates have to remain present for personal interview before the Committee at their own expenses with all original certificates. Eligible candidates will be informed through SMS and Email and phone to remain present in the interview. Basic IT infrastructure will be provided by GSDM. Date of personal Interview will be published on www.talimrojgar.gujarat.gov.in

Different vacancies for the Post of Consultants required at Head Quarter and District Offices of Gujarat Skill Development Mission (GSDM)					
Vacancy Details					
Sr. No.	Cell or Wing	Designation	Head Office	District Offices	Total Vacancies
1	IT & MIS	IT & MIS Consultant	4	10	14
2	Skill Development	Skill Development Consultant	10	20	30
3	Account & Audit	Account & Audit Consultant	2		2
4	Monitoring & Evaluation	M&E Consultant	4		4
Total Vacancy			20	30	50

Eligibility, Qualification & Experience and Major Role and Responsibilities for Post of Consultant

Consultants required at Gujarat Skill Development Mission (GSDM) Head Quarter and District Offices

Sr. No.	Cell or Wing	Designation	Total Vacancies	Qualification & Experience	Remuneration maximum up to [Monthly]	Major Roles and Responsibilities
1	IT & MIS	IT & MIS Consultant	14	<ol style="list-style-type: none"> 1. M.E. or M. Tech or BE or B. Tech in IT / Computer / Computer Science or MSC [IT] or MCA and Minimum of 5 Years of Post qualification experience. 2. Should have at least minimum of 5 years of post-qualification experience in designing, running MIS system and IT based and mobile based application and in Data Management and Data analysis and preference will be given if HRD and Project Management experience. 3. Should have exposure of Implementing min. 2 projects for E-Governance or IT base Company. 4. Should have developed, operated and maintained MIS in the past. 5. Should have experience in programming Web Content Management System and software development. 6. Sound knowledge of field surveys, statistics packages, data analysis, interpretation presentation desirable. 	30,000	<ol style="list-style-type: none"> 1. Designing and Running IT base MIS System and to generate real time reports / status of all types of skill development initiatives of State. 2. Data analysis and data management with respect to generate real time reports for skilling programmes across state. 3. Identify, generate, classify and maintain database for timely generation of reports and statistics. 4. To update web portal with latest information with respect Skill initiatives across state. 5. To converge efforts of all stake holders through technological solutions. 6. Creating at strong and robust system for Implementation of Skill Registry system.

Sr. No.	Cell or Wing	Designation	Total Vacancies	Qualification & Experience	Remuneration maximum up to [Monthly]	Major Roles and Responsibilities
2	Skill Development	Skill Development consultant	30	<ol style="list-style-type: none"> 1. Any Graduate + MBA in Operations or Project Management or Marketing or HR. 2. Should have minimum of 5 years of post-qualification experience. 3. Should have sound knowledge of IT 4. Should be able to work independently on all MS-Office Tools. 5. Sound knowledge of field surveys, statistics packages, data analysis and interpretation presentation. 6. Post qualification experience in field of Industry or Placement Agency is preferable 	30,000	<ol style="list-style-type: none"> 1. To analyze existing Skill Development & Entrepreneurship projects run by Central / State Ministries. 2. To conceptualize and implement new Skill Development & Entrepreneurship projects & implement them across state and also review and strengthening of old skilling activities. 3. To co-ordinate with all the stake holders for skilling activities at State and District level. 4. To perform Grievance Redressal activity as well as Implementation Quality Standards across state. 5. Analysis of current & historic skill data and conceptualizing future market trends with respect to Skill Development & Entrepreneurship. 6. To conduct different types of surveys and carry out Skill Gap Analysis for strengthen of Skill Development across State as well as mapping of various skill sets for finding future trends in Skilling. 7. To analyze market demands and make suitable suggestions for starting new courses at institute level. 8. To provide placement & career counselling services through seminars / workshops / in educational institutes, skilling institutes and skilling centers at district level. 9. Analyzing the needs of skilled candidates and co-ordinate with employers for placement.

Sr. No.	Cell or Wing	Designation	Total Vacancies	Qualification & Experience	Remuneration maximum up to [Monthly]	Major Roles and Responsibilities
3	Account & Audit	Account & Audit Consultant	2	<ol style="list-style-type: none"> Any Graduate, CA / CS / ICWA or MBA Finance with 5 Years of Post qualification experience. Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools 	30,000	<ol style="list-style-type: none"> To carry out and monitor all financial transaction pertaining to skilling activities under GSDM. To carry out Internal Audit, Compliance, Risk Management and Co-ordinating with different Stake Holders. The cell will also carry out performance audit. To form an Independent accounting mechanism of GSDM, which will ensure co-ordination with State Government / Central Government and other Philanthropic organization / CSR Fund Manager of Industrial House for financial availability. To analyze & provide financial needs of project at different stages.
4	Monitoring & Evaluation	M&E Consultant	4	<ol style="list-style-type: none"> Any Graduate + MBA in any vertical and minimum of 5 Years of Post qualification experience. Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools 	30,000	<ol style="list-style-type: none"> Monitoring & inspection of skill development activities across state with respect to Quality assurance of skill provider and assessment of skill provider across State by Grading. Assessing performance of various Skill Provider [SP], guide & support them for better work performance. To encourage skill providers by Grading and incentivizing. Monitoring and technical assistance for Implementation of Skill training programs and Placement across State. To evolve grading system to evaluate the performance of the skill training Institute / Training Providers.
Total			50			

Other Terms and Conditions for GSDM Consultant

1. The applicant Nationality should be Indian and out of total 50 posts, one candidate can apply for any one post only.
2. The maximum age limit of the applicant shall be 45 years. Age limit will be relaxed in case of retired employee, but the retired employee should have worked in the field of Skill Development in Government of Gujarat.
3. The contractual appointment will be up to 31st march 2017; will be renewed based on the performance of the candidate and state government's sanction for continuation of the project.
4. The employment will be strictly contractual, and will not confer any other benefits to the selected candidate
5. Applicant will be responsible to support supplement and strengthen the objectives of the organization and will endeavour for its furtherance
6. Candidate should work in close coordination with DET offices, NSDC, NSDA, NSDM, NSDF, GCVT, NCVT, Ministry of Skill Development & Entrepreneurship and Other State Government's Skill Development Mission and inline Ministries, functional bodies of Central & State Government in the area of Skill & Entrepreneurship Development
7. The candidate will be bound by any additional terms and conditions which can be determined in the overall interest of the administration of the GSDM.
8. The candidate is in no way entitled to be included in the government establishment on the basis of the contractual appointment.
9. The candidate is bound to perform any additional tasks assigned by the authorities of Gujarat Skill Development Mission (GSDM).
10. The candidate will have to submit duly signed acceptance certificate of above mentioned terms and conditions.
11. If the candidate wants to leave the job, he/she will have to give one-month notice period.
12. The Consultant will be paid an all- inclusive mutually agreed upon monthly remuneration, depending on qualifications, past experience, and his/her performance in the interview.
13. Proficiency in English Communication Skill is highly desirable and should be able to work independently on all MS-Office Tools.
14. Should be able to write, read and speak Hindi, Gujarati and English.
15. Should have good communication skill.
16. If application is not submitted as per the prescribed norms and eligibility criteria, then application shall be liable for rejection.
17. If Educational or experience certificates submitted are found to be unauthentic or fraudulent, then application shall be liable for rejection.
18. For each post, remuneration to be paid shall be decided considering eligibility, education & qualification and experience of candidate. Decision taken by higher authority shall be final and acceptable without any discrepancy.
19. Preference would be given to those who have worked in Government of Gujarat in any capacity in area of Skill Development.

GUJARAT SKILL DEVELOPMENT MISSION (GSDM)

C/O DIRECTORATE OF EMPLOYMENT & TRAINING,
BLOCK NO. 1, 3RD FLOOR, DR. JIVRAJ MEHTA BHAVAN, SECTOR-10,
GANDHINAGAR, 382010
APPLICATION FORM

Photo

Name of Post:			
Name:			
	(Surname)	(First Name)	(Middle Name)
Contact Address :			
Contact No. :	(R)	(M)	(O)
Email Address :			
Date of Birth			(dd/mm/yyyy) format

A. Educational Qualification:

Qualification	Degree	Name of University	Year	Percentage
1. Graduation				
2. Post-Graduation				
3. Others, if any				

B. Job Experience [For Last 5 Jobs]:

(1) Job Experience

1. Name of Organization: Address and contact Details:			
2. Designation:			
3. Period:	From Date		To Date
4. Work Profile:			
5. Salary per Month			

*Note: Please add details of Job Experience till date after Graduation, In the similar tabular format.

Note:

- 1. Form should be submitted in Computer printed form only. (Should not be hand written filled up otherwise it will be rejected)**
- 2. Set of Application form & copy of documents needs to be submitted through courier only. Set of documents should include 10th, 12th, and all academic year's final mark sheets, degree & experience certificates, and Photo identity proof & leaving certificate also.**
- 3. Set of this form & photocopies (Duly self-attested/true copy) of all Degrees & Experience Certificates have to submit preferably through R.P.A.D/Speed Post/Courier. (i.e. Class 10th onwards).**
- 4. Last date of submission is ON or before 31st August 2016 during office hours.**

Signature:

Date: