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### भारतसरकार / Government of India कौशलविकासएवंउद्यमशीलतामंत्रालय / Ministry of Skill Development and Entrepreneurship

प्रशिक्षणमहानिदेशालय / Directorate General of Training



क्षेत्रीयकौशलविकासएवंउद्यमशीलतानिदेशालयजम्मू &कश्मीर औरलद्दाख

Regional Directorate of Skill Development and Entrepreneurship J&K and Ladakh



राष्ट्रीयकौशलप्रशिक्षणसंस्थान (महिला)

# NATIONAL SKILL TRAINING INSTITUTE (WOMEN)

भोर (चट्ठा सड़क), रीन पैलेस के पास, डाकघर -भौर कैंप , जम्मू –181 101

Bhour (Chatha Road), Near Reen Palace, P/O Bhour Camp, Jammu -181 101(UT of J&K)

e-mail: nsti-jammu@dgt.gov.in , Website: www.nstijammu.dgt.gov.in , Phone No: +91-0191-2263777

#### No.:NJ-T-11020/1/2023 /LTT/CITS/95 Dated: 10/10/2023**Engagement of Guest Faculty**

National Skill Training Institute (Women), Jammu invites applications from the eligible candidates for engagement as Guest Faculty (GF) for conducting Trade Theory and Trade Practical classes (Maximum 4 hrs per day) for the session 2023-24 in the trade "Office Management "under Crafts Instructors Training Scheme (CITS) at NSTI (W), Jammu.

Education Qualification for GF of "CITS- Office Management Trade "is mentioned below:

B.Voc. / Degree in Office Management /Secretarial Practice / Modern Office Management from AICTE/ UGC recognized University with two years experience in relevant field. OR Diploma (3 years duration) in Secretarial Practice / Modern Office Management from recognized University /Board or relevant Advanced Diploma (Vocational) from DGT with two vears experience in relevant field. **OR** 

NTC/NAC passed in Stenographer Secretarial Assistant (English), Secretarial Practice (English) trade with five years experience in the relevant field.

\*Essential Qualification: National Craft Instructor Certificate (NCIC) in "Office Management" Trade in any of the variants under DGT.

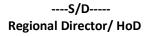
For more details and application form, please visit the website: www.nstijammu.dgt.gov.in/rdsdejammukashmir.dgt.gov.in.

The application in the prescribed format along with the enclosures may be sent to "The Regional Director, Regional Directorate of Skill Development and Entrepreneurship J&K and Ladakh, DGT, MSDE, Chatha Road, Bhour Camp, Near Reen Palace, Jammu-181 101(UT of J&K)" on / before 23/10/2023 up to 5.30 PM by post or hand. [Working hrs: 9 AM to 5.30 PM Monday to Friday)]

The selection would be based on merit and short-listed candidate will be invited for the selection process (MCQ Written Test, Skill Test, and Teaching Practice) at the Institute. Engagement of GF is purely on temporary basis. Remuneration rate per hour for GF is Rs.250/-for courses under CITS. Maximum emolument paid to any GF must not exceed the sealing of Rs.30,000/- during any calendar month.

The decision of the selection committee will be final and binding on all candidates in all matters relating to eligibility, acceptance / rejection of the applications, mode of selection, cancellation of the selection process, etc. and this post is purely on temporary basis and no candidate can claim for permanent job.

This issued with approval of Competent Authority of this Directorate.



## NATIONAL SKILL TRAINING INSTITUTE (WOMEN ), JAMMU Application Format for the post of Guest Faculty for <u>CITS- OFFICE MANAGEMENT TRADE</u>

- 1. Name of the Applicant : .....
- 2. Name of Father/ Husband :....
- 3. Date of Birth : DD-MM-YYYY
- 4. Age as on 23/10/2023 :....
- 5. Male/Female : .....
- 6. Caste :....
- 7. Correspondence Address (In full) :....

.....

- 8. e-mail: ..... Mobile No.: .....
- 9. Nationality : .....

10. Academic/Technical /Professional Qualification: .....

SI. No.	Name of the Exam passed	Year of passing	University /Board	% of Marks & Class	Subjects
1.	10 <sup>th</sup>				
2.	12 <sup>th</sup>				
2.	NTC / NAC				
3	Diploma / Graduation / B.Tech.				
4.	NCIC/CITS/CTI				

### 11. Experience

SI. No.	Name of employer /Org.	Period		Nature of
		From DDMMYY	To DDMMYY	duties
1.				

I, solemnly, declare that the statement made by me in this form is correct to the best of my knowledge and belief.

Dated: / /**2023** Place:.... Signature of the Candidate (.....)

List of enclosures: Self-attested photocopies of certificates