

DIRECTORATE OF TECHNICAL EDUCATION,
PEC UNIVERSITY OF TECHNOLOGY CAMPUS,
SECTOR-12, UT, CHANDIGARH.

PUBLIC APPOINTMENTS

Applications are invited to fill up the following four posts of Instructors on Contract basis on consolidated fixed contractual amount i.e Initial Pay+DA in the pay scale of Rs. 10300-34800+4600 Grade Pay (initial start of Rs. 18030/- per month +DA):-

Sr. No.	Name of Post	Reserved for	No. of Post
1.	Instructor (Stenographer and Secretarial Assistant-English)	UR	01
2.	Instructor (Stenographer and Secretarial Assistant-English)	OBC	01
3.	Instructor (Dress Making)	UR	01
4.	Instructor (Finance Executive)	OBC	01

No other allowances shall be admissible. The period of contract shall be six months which can be extended by another term of six months. No other extension will be given.

The application form along with self-attested copies of testimonials can be submitted up to 4.00 p.m. latest by 10/09/2018 in the office of the Principal, Govt. Industrial Training Institute for Women, Sector-11C, UT, Chandigarh.

Other eligibility conditions, qualifications, experience and selection criteria along with an application Proforma etc. can be viewed/downloaded from the website i.e www.chdtechnicaleducation.gov.in.

NOTE: No TA/DA will be paid to the candidates.

Sd/- Director Technical Education,
Union Territory, Chandigarh.

DIRECTORATE OF TECHNICAL EDUCATION,
PEC UNIVERSITY OF TECHNOLOGY CAMPUS,
SECTOR-12, UT, CHANDIGARH.

QUALIFICATIONS & OTHER ELIGIBILITY CONDITIONS

1. Applications are invited to fill up the following four posts of Instructors on Contract basis on consolidated fixed contractual amount i.e Initial Pay+DA in the pay scale of Rs. 10300-34800+4600 Grade Pay (initial start of Rs. 18030/- per month +DA). Selection of candidates will be purely on merit of written test. No interview will be conducted:-

Sr. No.	Name of Post	Reserved for	No. of Posts
01.	Instructor (Stenographer and Secretarial Assistant-English)	UR	01
02.	Instructor (Stenographer and Secretarial Assistant-English)	OBC	01
03.	Instructor (Dress Making)	UR	01
04.	Instructor (Finance Executive)	OBC	01

2. No other allowances shall be admissible.
3. The period of contract shall be six months which can be extended by another term of six months. No other extension will be given.
4. Age as on 1.1.2018-18 to 37 years (relaxable for **Govt. Servant in accordance with the instructions issued by the Chandigarh Administration from time to time**).
5. Last date for submission of applications alongwith self-attested copies of testimonials is 10/09/2018 at 4.00P.M. either by post or by hand in the office of the **Principal, Govt. Industrial Training Institute for Women, Sector-11C, UT, Chandigarh**.
6. Written Test will be conducted for eligible candidates only. Syllabus for Written Test is given below as specified at serial No.12.
7. List of eligible candidates for written test will be uploaded on or before 25/09/2018 on the website i.e www.chdtechnicaleducation.gov.in.
8. Date and time of written test – 05/10/2018 at 10.00AM. Reporting time for candidates -09.00 AM, Venue CCET (Diploma Wing), Sector-26, Chandigarh.
9. Candidates should bring their original certificates on the date of written test for checking.
10. **Qualifications.** As per Annexure 1 attached.
11. **Experience in trade / field after passing technical qualification:-**

One year for Degree, **Two year** for Diploma and **three years** for National Trade Certificate/National Apprentice Certificate. The experience should be in the Industrial concern/Training Institute/Govt. Department. If, a candidate has done Degree/Diploma after passing out NTC/NAC, he should have one /two years experience respectively in the relevant field. In case of private organization /industry the experience will be verified by the Labour Department and in case of teaching Institutions by appropriate authority before issuing the appointment letter.

For Instructor (Finance Executive):- A minimum of 12 months experience in delivering similar or allied courses or 6 months of work experience in the relevant field The experience should be in the Industrial concern/Training Institute/Govt. Department. In case of private organization /industry the experience will be verified by the Labour Department and in case of teaching Institutions by appropriate authority before issuing the appointment letter.

12. Syllabus for Written Test for eligible candidates only is given as under:-

Written Test-syllabus designed by NCVT for respective trade	- 60 marks
Written Test-syllabus designed by NCVT for CITS respective trade	- 40 marks
Total	- 100 marks.

Application form	- Attached.
Selection criteria approved by the competent authority	- Photocopy attached.

13. For Candidates appearing in the Written test for the Post of Instructor (Stenographer and Secretarial Assistant-English) on Contract Basis:- The candidates desirous appearing in Written Test for the post of Instructor (Stenographer and Secretarial Assistant-English) will also have to additionally appear in the separate compulsory Stenography Test (English) at a speed of 120 words per minute to be transcribed at a speed of 30 words per minute on computers. Mistakes upto 5% will be allowed to qualify the Stenography Test.

Note:- No TA/DA will be paid to the candidates for appearing the Written Test.

Sd/-
Director, Technical Education,
Union Territory, Chandigarh.

Annexure-I

QUALIFICATIONS & EXPERIENCE

1. <u>Instructor (Stenographer and Secretarial Assistant-English)</u>
a) Academic Qualifications:- 10 th Class Pass
b) Technical Qualifications:- National Trade Certificate / National Apprenticeship Certificate in the trade with three years' experience in the relevant field.
c) Experience in trade / field after passing technical qualification:- Three years for National Trade Certificate/National Apprentice Certificate.
d) Information & Communications Technology (ICT) Skills:- Preference will be given to candidates who have passed any of the following ICT Skills from National Institute of Electronics and Information Technology (NIELIT):- i. Awareness in computer concepts (ACC) - 20hours. ii. Basic Computers Concepts (BCC) – 36 hours. iii. Course on Computers Concepts (CCC) – 80 hours. iv. CCC+ -126 hours. v. Expert Computer Course (ECC) – 200 hours.
Note:- For the qualifications mentioned above, the equivalent NSQF Level as approved by the competent authority will also be eligible qualifications. Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
2. <u>Instructor (Stenographer and Secretarial Assistant-English)</u>
a) Academic Qualifications:- 10 th Class Pass
b) Technical Qualifications:- Diploma (AICTE approved) in relevant field with two years' experience in the relevant filed. OR Degree from recognized university in the relevant filed with one year experience in the relevant field.
c) Experience in trade / field after passing technical qualification:- One year for Degree, Two year for Diploma .
d) Information & Communications Technology (ICT) Skills:- Preference will be given to candidates who have passed any of the following ICT Skills from National Institute of Electronics and Information Technology (NIELIT):- i. Awareness in computer concepts (ACC) - 20hours. ii. Basic Computers Concepts (BCC) – 36 hours. iii. Course on Computers Concepts (CCC) – 80 hours. iv. CCC+ -126 hours. v. Expert Computer Course (ECC) – 200 hours.
Note:- For the qualifications mentioned above, the equivalent NSQF Level as approved by the competent authority will also be eligible qualifications. Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
3. <u>Instructor (Dress Making)</u>
a) Academic Qualifications:- 10 th Class Pass
b) Technical Qualifications:- “Four Years Degree in Fashion & Apparel Technology/ Three Years Diploma in Dress Making /Garment Fabricating Technology/Costume Designing from AICTE. OR National Apprenticeship Certificate in the trade or National Trade Certificate in the trade and National Craft Instructor Certificate (for those trades where courses under Craft Instructor Training courses are available) with three years' experience in the relevant field.
c) Experience in trade / field after passing technical qualification:- One Year for Degree and Two Years for Diploma & Three years for National Trade Certificate/National Apprentice Certificate.
d) Information & Communications Technology (ICT) Skills:- Preference will be given to candidates who have passed any of the following ICT Skills from National Institute of Electronics and Information Technology (NIELIT):- i. Awareness in computer concepts (ACC) - 20hours. ii. Basic Computers Concepts (BCC) – 36 hours. iii. Course on Computers Concepts (CCC) – 80 hours. iv. CCC+ -126 hours. v. Expert Computer Course (ECC) – 200 hours.
Note:- For the qualifications mentioned above, the equivalent NSQF Level as approved by the competent authority will also be eligible qualifications.

Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.

4. Instructor (Finance Executive –reserved for OBC category)

a) Academic Qualifications:-
10th Class Pass

b) Technical Qualifications:-
Post Graduate/Graduate in relevant areas. Smart, presentable and having good communication skills.

c) Experience in trade / field after passing technical qualification:- A minimum of 12 months experience in delivering similar or allied courses or 6 months of work experience. The experience will be considered for having worked in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute

d) Information & Communications Technology (ICT) Skills:- Preference will be given to candidates who have passed any of the following ICT Skills from National Institute of Electronics and Information Technology (NIELIT):-

1. Awareness in computer concepts (ACC) - 20hours.
2. Basic Computers Concepts (BCC) – 36 hours.
3. Course on Computers Concepts (CCC) – 80 hours.
4. CCC+ -126 hours.
5. Expert Computer Course (ECC) – 200 hours.

Note:- For the qualifications mentioned above, the equivalent NSQF Level as approved by the competent authority will also be eligible qualifications.

Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.

APPLICATION FORMAT

Affix latest
passport size
photograph

Application for the post of : _____
(Please all information in block letters)

1.	Name of the Applicant			
2.	Father's / Husband's Name			
3.	Date of Birth			
4.	Age as on 01.01.2018	Years:	Months:	Days:
5.	Postal Address			
6.	Permanent Address			
7.	E-mail ID			
8.	Mobile No.			
9.	Category			

A Academic

Exam Passed	Board	Year of passing	Max. Marks	Marks obtained with percentage
10 th				

B Technical

Exam Passed	University/Board	Year of passing	Max. Marks	Marks obtained with percentage
NTC/NAC				
CITS				

C EXPERIENCE

Office/Instt./Firm	Govt. Semi Govt. Pvt. Organization ISO 9001 Please specify.	Post Held	Period		Total Experience		Salary	Nature of Duties
			From	To	Years	Month		

Note: Attach self-attested copies of each in support.

I hereby declare that the statement made in this application is true and correct to the best of my knowledge and belief.

Place _____
Date _____

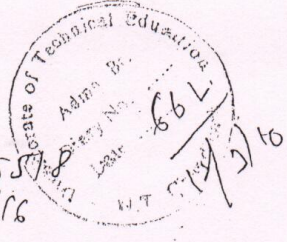
(Signature of Applicant)

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 R.T.E. ✓
 Supdt Admn. ✓
 Supdt Accts. ✓
 R.O. ✓

From The Secretary Technical Education,
 Chandigarh Administration.

To The Director,
 Technical Education,
 U.T., Chandigarh.

Memo. No.15/1/76-1H(3)-2016/
 Dated, Chandigarh the: 16/3/16



E/A

Subject: Approval of selection criteria for the appointment of
 Instructors at GITI's.

Reference your Memo. No.F.1915/E(4)-2016/299, dated 10.02.2016
 on the subject noted above.

2. Approval is hereby accorded for the following criteria in respect of
 appointment of Instructors of all trades (Engg./Non-Engg. Trade) on contract
 basis at Govt. Industrial Training Institute's, Chandigarh:-

1.	60 marks	Written Test - as per Trade Syllabus designed by NCVT
2.	40 marks	Written Test - as per CITS Syllabus designed by NCVT
Total	100 marks	

Amir Bawa
 Superintendent Technical Education,
 for Secretary Technical Education,
 Chandigarh Administration.

