

STATE PROJECT IMPLEMENTATION UNIT  
VTIP under World Bank Assistance  
Directorate of Tech. Education & Industrial Training, Punjab  
Plot No. 1A, Sector 36 A  
Chandigarh.

Hiring of Consultants & Supporting Staff for SPIU (VTIP)

State Project Implementation Unit (VTIP) has mandated to manage, evaluate and monitor the implementation of Vocational Training Project (VTIP) assisted by World Bank for Upgradation of ITIs. This programme aims to bridge the existing gap between technological changes in industry and training imparted in Govt Industrial Training Institutes, by upgrading the infrastructural facilities with the Financial Assistance from World Bank through DGE&T, Govt of India. It is now looking for the following consultants & Staff on contract Basis:

Sr.No	Name of Post	No. of Post	Salary	Unit Name
1	Consultant	04	Rs. 20000/- P.M	One for each Unit, (Finance, Procurement, IDT and Monitoring & Evaluation)
2	Unit Head (Superintendent)	04	Rs 11000/- P.M	One for each Unit, (Finance, Procurement, IDT and Monitoring & Evaluation)
3	Steno cum Data Entry Operator	04	Rs. 8000/- P.M	One for each Unit, (Finance, Procurement, IDT and Monitoring & Evaluation)
4	Peon	02	Rs 6000/- P.M	One each for 2 Units.

**Age upto 65 years for retired Govt/Semi Govt employees and 18-37 for others.**

The initial assignment will be for **a period of 11 months** on contract basis with a scope for renewal, based on satisfactory performance. Detailed Qualification for each post & Job requirements and other details may be obtained from **room no: 303**, Technical Education & Industrial Training, Punjab Plot No-1, Chandigarh or from the Web site [www.dtepunjab.gov.in](http://www.dtepunjab.gov.in). The application form is also available at above website. Candidates may send the filled up forms with the copies of necessary certificates on or **before 22-11-2010 upto 5 p.m in the room No. 303.**

**Sd/-**

State Project Director cum Director Technical  
Education & Industrial Training, Punjab.

STATE PROJECT IMPLEMENTATION UNIT  
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**Job Requirement**

Name of Post                      Project Consultant (Finance Unit)

No of Post                         One

Location                            Chandigarh

Eligibility Criteria:-

- 1 Educational Qualification MBA or CA from recognized University/Institution/College approved by the Apex Body with 3 Years experience in the related field OR retired Govt Officers not below rank of Assistant Controller (F&A)
- 2 Age Not exceeding **37 years or 65 years** for retired Govt. employees.
- 3 Desired Skill Good written and Communication skills with proficiency in computer & Internet applications. Knowledge of English Language is must.

Remuneration                    **Rs. 20000/- P.M.**

Reporting                         The project Consultant (Finance Unit) will report to Add State Project Director. (SPIU)

Duration                            **11 months** on contract basis

Extent of touring                The Consultant is expected to visit ITIs periodically located in Punjab state.

**Duties and responsibilities:-**

**Project consultant Finance unit under the guidance of the SPIU State Project Director is responsible for:**

- Managing the funds provided for state level activities under the project including monitoring project accounts and costs.
- Ensuring full knowledge and systematic application of the World Bank procedures
- Acting as a support and reference person for all project related financial management tasks.
- Liaison with the Finance Officer at the National level.
- Preparing annual estimates and budget for the project at state level.
- Ensuring timely release of funds for project to ITIs.
- Ensuring maintenance of proper accounts as per standard procedures in the SPIU.
- Preparing quarterly financial reports for onward submission to Govt. of India.
- Ensuring the timely preparation of monthly claims.
- Coordinating submission of annual audit reports from state to NPIU.
- Reviewing and monitoring financial management accounts for the project at ITIs.

STATE PROJECT IMPLEMENTATION UNIT  
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**Job Requirement**

Name of Post                      Project Consultant (**Procurement Unit**)

No of Post                         One

Location                          Chandigarh

Eligibility Criteria:-

- 1 Educational Qualification BE/B.Tech from University/Colleges/Institutions approved by AICTE with 3 years experience in the related field OR retired Govt employees having 5 years experience (out of which 2 years as Superintendent/SO or above) under vocational Training or related Projects. Persons with Mechanical/Electrical Engineering background will be preferred.
- 2 Age Not exceeding **37 years or 65 years** for retired Govt. employees.
- 3 Desired Skill Good written and Communication skills with proficiency in computer & Internet applications. Knowledge of English Language is must.

Remuneration                      **Rs. 20000/- P.M.**

Reporting                         The project Consultant (**Procurement Unit**) will report to Add State Project Director. (SPIU)

Duration                          **11 months** on contract basis

Extent of touring                 The Consultant is expected to visit ITIs periodically located in Punjab state

**Duties and responsibilities:-**

Project Consultant under the guidance of the SPIU State Project Director is responsible for:

- Managing the procurement of works goods and consultancies required for State level activities under the project.
- Ensuring full knowledge and systematic application of the World Bank procedures
- Executing NCBs
- Liaising with the procurement officer.
- Acting as a support and reference person for all project related procurement tasks
- Ensuring maintenance of proper accounts as per standard procedures in the SPIU
- Acting as a support and reference person for all project related procurement tasks
- Preparing quarterly progress reports for onward submission to Govt. of India
- Acting as first line for dealing with enquiries and complaints referred to the SPIU.

STATE PROJECT IMPLEMENTATION UNIT  
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**Job Requirement**

Name of Post	Project Consultant ( <b>Institutional Development &amp; Training Unit</b> )
No of Post	One
Location	Chandigarh

Eligibility Criteria:-

- 1 Educational Qualification BE/BTECH from recognized University approved by AICTE with 3 years experience in the related field or retired Govt Employees having 5 years experience (out of which 2 years as Assistant Director as above) under Vocational Training or related projects. Person with Mechanical/Electrical/Civil engineering Background will be preferred.
- 2 Age Not exceeding **37 years or 65 years** for retired Govt. employees.
- 3 Desired Skill Good written and Communication skills with proficiency in computer & Internet applications. Knowledge of English Language is must.

Remuneration	<b>Rs. 20000/- P.M.</b>
Reporting	The project Consultant ( <b>Institutional Development &amp; Training Unit</b> ) will report to Add State Project Director. (SPIU)
Duration	<b>11 months</b> on contract basis
Extent of touring	The Consultant is expected to visit ITIs periodically located in Punjab state.

**Duties and responsibilities:-**

Project Consultant under the guidance of the SPIU State Project Director is responsible for:

- Raising stakeholder's awareness of the project objectives and eligibility criteria for financing.
- Ensuring full knowledge and systematic application of the World Bank procedures.
- Contributing to the work plans of the SPIU.
- Acting as a support and reference person for all project related development tasks.
- Evaluating IDPs and providing written advice on them to the SSC.
- Undertaking quality audits of institutions participating in the project.
- Preparing as required applications to the Incentive Fund and Innovation Fund and providing them to the SSC for consideration.
- Conducting orientation programme for IMC members.
- Identifying training needs in a participatory way and preparing the plans for meeting the training.

STATE PROJECT IMPLEMENTATION UNIT  
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**Job Requirement**

Name of Post                      Project Consultant (**Monitoring & Evaluation Unit**)

No of Post                         One

Location                          Chandigarh

Eligibility Criteria:-

1. Educational **Qualification B.Tech/BE** from recognized University/Institution organization approved by AICTE OR retired Govt employee having 5 years experience (out of which 2 years as Assistant Director or above) under Vocational Training or related projects. Persons with Civil Engineering background will be preferred.
2. Age Not exceeding **37 years or 65 years** for retired Govt. employees.
3. Desired Skill Good written and Communication skills with proficiency in computer & Internet applications. Knowledge of English Language is must.

Remuneration                    **Rs. 20000/- P.M.**

Reporting                         The project Consultant (**Monitoring & Evaluation Unit**) will report to Add State Project Director. (SPIU)

Duration                          **11 months** on contract basis

Extent of touring                The Consultant is expected to visit ITIs periodically located in Punjab state.

**Duties and responsibilities:-**

Project Consultant under the guidance of the SPIU State Project Director is responsible for:

- Maintaining the project MIS at the state level.
- Ensuring full knowledge and systematic application of the World Bank procedures
- Monitoring the implementation of the project on a day to day project
- Acting as a support and reference person for all project related development tasks
- Liaising with the Monitoring and Evaluation specialists.
- Assisting the Monitoring and Evaluation specialists at the state level.
- Implementing and overseeing procedures for the regular monitoring of performance of institutions
- Undertaking regular field visits in order to monitor institutions using a simple check list. Propose any corrective measures to be adopted.

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**Job Requirement**

Name of Post	Unit Head ( <b>Superintendent</b> )
No of Post	<b>04</b>
Location	<b>Chandigarh</b>
Remuneration	<b>Rs.11000/- P.M</b>
Duration	<b>11 months on contract basis.</b>
Qualification:	Matriculation from a recognized Board.

**Unit Head:-**

- a) **Finance:** Retired senior Assistant /Superintendent who had handled the Accounts work like funds allocation, Expenditure report compilation, filing of reimbursement claims etc.
- b) **Procurement:** Retired Senior Assistant/Superintendent who had worked for the procurement work under State Scheme or centrally sponsored Projects.
- c) **IDT:** Retired Senior Assistant/Superintendent who had worked for plan scheme/Project work relating to vocational Training/Skill development.
- d) **M&E:** Retired Senior Assistant/ Superintendent who had worked for Inspection work of offices/Institution/School's etc, and who had done the work of data collection, compilation and report preparation and generation.
- e) **Age:** Upto 65 Years

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**Job Requirement**

Name of Post	<b>Steno Cum data entry Operator</b>
No of Post	<b>04</b>
Location	<b>Chandigarh</b>
Remuneration	<b>Rs.8000/- P.M</b>
Duration	<b>11 months on contract basis</b>

**Qualification:**

- a) Punjabi pass up to Matric level.
- b) Senior Secondary (Pass with atleast 55% marks).
- c) Having knowledge of computer typing in Punjabi and English both.

National Trade Certificate in Copa Trade or Secretarial Practice Trade.

Or

PGDCA from a recognized University.

- d) Age upto 37 years.
- e) Graduate person will be preferred.

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**Job Requirement**

Name of Post	<b>Peon</b>
No of Post	<b>02</b>
Location	<b>Chandigarh</b>
Remuneration	<b>Rs.6000/- P.M</b>
Duration	<b>11 months on contract basis</b>

**Qualification:**

- a) Matriculation from a recognized Board.
- b) Age upto 37 Years.

**Note:** Initially the candidates will be recruited on contract basis for eleven months which can be further extended on the performance of the candidate. The Project is likely to be completed last upto 2012. This is applicable for all the above posts.

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STATE PROJECT IMPLEMENTATION UNIT  
Directorate of Technical Education & Industrial Training, Punjab  
**(Industrial Training Wing)**  
Format for submission of Application

Latest passport size Photograph
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1.	Post Applied for (Mention name of Post.)				
2.	Name of Candidate (In Block Letters)				
3.	Father's Name & Occupation (In Block Letters)				
4.	Date of Birth:				
5.	Permanent Address:				
6.	Address for Correspondence:				
7.	Contact No and Email address:				
8.	Category :				
9.	Qualifications : (Matriculation onwards) Attested copies to be attached :-				
	Exam passed	Name of the Univ./Board/Institution	Year of Exam	Marks Obtained/ Total Marks	Division/ Percentage of Marks
	I	II	III	IV	V
10.	Experience (Attested copies of Certificates to be attached)				
	Name of the Office/Institute/Firm	Period of experience from / to	Whether experience on regular/Adhoc/ Daily wages basis/Part time basis	Pay/ Allowances (Per Month)	Total experience in years/months/ Days.
	I	II	III	IV	VI
	Date :			Signature of the Candidate	
	Place				

Note: Applications complete in all respects should reach this office by 5.00 P.M. on dated 22-11-2010 and should be addressed to State project Director (SPIU) (VTIP) Directorate of Technical Education and Industrial Training (Industrial Training Wing) Room No:303 Punjab Plot No. 1-A, Sector 36-A, Chandigarh 160036.