

**GOVT. INDUSTRIAL TRAINING INSTITUTE FOR WOMEN,
SECTOR 11-C, CHANDIGARH: PHONE NO:2740250**

**PUBLIC APPOINTMENTS
WRITTEN TEST-CUM-INTERVIEW**

Required contractual faculty for the following posts of Instructors on contract basis at fixed monthly contractual amount at Govt. Industrial Training Institute for Women, Sector 11-C, Chandigarh valid for a period of six months or till the posts are filled up on regular basis whichever is earlier:-

PARTICULARS	SALARY PER MONTH
One Instructor (Finance Executive) on contract basis (reserved for OBC)	Rs.37,300/-
One Instructor (Dress Making) on contract basis (reserved for SC)	Rs.37,300/-
One Computer Instructor on contract basis	Rs.37,300/-
One Instructor (Stenographer & Secretarial Assistant (Hindi))	Rs.37,300/-

Qualifications, Experience, criteria for written test as well as for Interview and other detailed information for the above contractual posts along with Application Format can be downloaded from the website of Department of Technical Education, UT, Chandigarh i.e. www.chdtechnicaleducation.gov.in.

AGE: 35 years as on 01-01-2015. Relax able for reserve categories as per Govt. Rules/instructions.

Desirous candidates must report for Registration with their original testimonials, and their self-attested copies with latest passport size photograph and complete bio-data, etc. on the prescribed format in the office of the Principal, Govt. Industrial Training Institute for Women, Sector 11-C, Chandigarh on 25-03-2015 from 9.00 A.M. to 10.30 A.M. and then, the registered candidates will appear for Written Test on the same day at 11.00 A.M. sharp at the Institute premises. The candidates reporting after 10.30 A.M. will not be registered for Written Test. The list of successful eligible candidates on the basis of the Written Test will be displayed on the aforesaid Website on 26-3-2015 at 10.00 A.M. and they will appear before the Selection Committee for their Interview starting from 11.00 A.M. on 26.03.2015 itself.

Sd/-
PRINCIPAL

SELECTION CRITERIA

INSTRUCTOR (FINANCE EXECUTIVE), INSTRUCTOR (DRESS MAKING), COMPUTER INSTRUCTOR AND INSTRUCTOR* [STENOGRAPHER & SECRETARIAL ASSISTANT (HINDI)] ON CONTRACT BASIS

WRITTEN TEST MARKS		INTERVIEW MARKS	TOTAL MARKS
Written Test - As per Trade Syllabus designed by National Council for Vocational Training, New Delhi, where applicable.	Written Test - As per Crafts Instructors Training Scheme Syllabus, by National Council for Vocational Training, where applicable.		
60	30	10	100

*** FOR CANDIDATES APPEARING IN THE WRITTEN TEST FOR THE POST OF INSTRUCTOR (STENOGRAPHER & SECRETARIAL ASSISTANT (HINDI)) ON CONTRACT BASIS:**

The candidates desirous of appearing in Written Test for the post of Instructor (Stenographer & Secretarial Assistant (Hindi)) will also have to additionally appear in the separate compulsory Stenography Test (Hindi) at a speed of 120 Words per minute to be transcribed at a speed of 30 words per minute on computers. Mistakes up to 5% will be allowed to qualify the Stenography Test.

**OFFICE OF THE PRINCIPAL,
GOVT. INDUSTRIAL TRAINING INSTITUTE FOR WOMEN, SECTOR 11-C,
CHANDIGARH**

QUALIFICATIONS AND EXPERIENCE

Particulars	Salary per month	Essential Qualification/Experience*	Desirable
One Instructor (Finance Executive) on contract basis (reserved for OBC)	Rs.37,300/-	Post Graduate/Graduate with specialization in the relevant area. Smart, presentable and having good communication skills. A minimum of 12 months experience in delivering similar or allied courses or 6 months of work experience in the relevant field.	Preference will be given to National Craft Instructor's Certificate under Modular Pattern of Crafts Instructor Training Scheme (CITS)
One Instructor (Dress Making) on contract basis (one reserved for SC)	Rs.37,300/-	(i) Diploma in Dress Making/Garment Fabricating Technology/Costume Designing from AICTE with two years' Experience in the relevant field. OR (ii) Degree in Fashion & Apparel Technology with one year Experience in the relevant field.	
One Computer Instructor on contract basis	Rs.37,300/-	Graduate in Engineering or Graduate in Computer Science with at least one year experience or Diploma in Computer Engineering with 2 years' experience or NTC/NAC in COPA with 3 years' experience. The experience should be in a reputed Industrial concern or in Training Institute.	---
One Instructor [Stenographer & Secretarial Assistant (Hindi)] on contract basis	Rs.37,300/-	i) Diploma (AICTE approved) in the relevant field with two years' experience in the relevant field. OR ii) Degree from a recognized University in the relevant field with one year experience in the relevant field.	Preference will be given to a candidate with Craft Instructor Certificate (CIC).

***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.**

Sd./-
Principal, GITIW, Sec. 11-C,
Chandigarh.

APPLICATION FORMAT

Application for the contractual appointment to the post of: _____
(Please fill in all information in block letters)

1.	Name of the Applicant	
2.	Father's/Spouse's Name	
3.	Date of Birth	
4.	Age as on 01.01.2015	Years: Months Days
5.	Postal Address	
6.	Permanent Address	
7.	Email id	
8.	Mobile Phone Number	
9.	Category SC/OBC/PWD/Ex-Serviceman	

Qualifications & Experience: (Attach self-attested copies of each in support)

A Academic

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

B Technical

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

C EXPERIENCE:-

Office/Instt./Firm	Govt./Semi Govt./Pvt. Organization under Factories Act, 1948. Please specify	Post Held	Period		Salary	Nature of Duties
			From	To		

Note: Please enclose separate sheet for experience if more rows are required

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)

