

JOB DESCRIPTION FOR VARIOUS POST UNDER SPIU/ SAMC

Sl. No	Name of Post	No. of Post	Approximate Remuneration	Duration of Engagement
1.	Sr. Consultant (STRIVE)	1	₹ 80,000/- per month	1 year
2.	Assistant Director	1	₹ 50,000/- per month	1 year
3.	M&E Specialist (SPIU)	1	₹ 45,000/- per month	1 year
4.	ITI Specialist (SPIU)	1	₹ 45,000/- per month	1 year
5.	Data Entry Operator	1	₹ 18,000/- per month	1 year
6.	Multi Tasking Staff	1	₹ 13,000/- per month	1 year

Minimum Qualification and Description of Duties:

1. Consultant (STRIVE) : B.E /B. Tech from recognized University and Minimum of 5 (five) years of Post qualification in manufacturing product/ teaching /construction.

Brief Description of Duties:

- i. Coordinate/ establish liaison with establishment under the manufacturing/ service sector.
- ii. Coordinate/ establish liaison with Industry cluster/ Associations.
- iii. Sensitizing industries on apprenticeship training procedures.
- iv. Provide inputs to IT and communication for formulating effective reporting.
- v. Provide short-term training/ capacity building support to Basic Training Providers/ Third Party Agencies etc. as required.

2. Assistant Director : B.E /B. Tech from recognized University and minimum of 3 (three) years experience in manufacturing product/ teaching / construction provided that completing the course waiting the result may also apply

Brief Description of Duties:

- i. Coordinate/ establish liaison with establishment under the manufacturing/ service sector/ Industry cluster/ Associations.
- ii. Monitor and expand the Apprenticeship Training from the present manufacturing related trades to service sectors.
- iii. Collect data of all employers and assist industry
- iv. Effective capacity building, holding of workshop and awareness programmes.
- v. Establish Structure for information facilitation and support.
- vi. Preparing effective communication strategies.
- vii. Assist Dual apprenticeship program (Dual Training Mode)

3. M&E Specialist : Three Year Degree from Recognized University with DCA/CCA having Monitoring & Evaluating experiences in Central Scheme Or Diploma in Engineering with DCA/CCA having Monitoring & Evaluating experiences in Central Scheme.

(Monitoring & Evaluation)

Brief Description of Duties:

- i. Management of the project MIS at the State level.
- ii. Monitoring the project progress and process/ implementation of the project on day-to-day basis.
- iii. Undertaking regular visit to the ITI for monitoring progress and process using checklist and consolidate quarterly monitoring reports based on the data and information received.
- iv. Implementing and overseeing procedures for the regular monitoring of performance of institutions participating in the project.

4. ITI Specialist : Three Year Degree from recognized University with DCA/CCA having ITI experience as Instructor pr Diploma in Electrical/Mechanical Engineering

Brief Description of Duties:

- i. Designing and Running IT base MIS System and to generate real time reports / status of all types of skill development initiatives of the State.
- ii. Manage & oversee the IT/MIS activities at State Project Implementing Unit.
- iii. Data analysis and data management with respect to generate real time reports for skilling programmes across the State.
- iv. Identify, generate, classify and maintain database for timely generation of reports and statistics.

5. Data Entry Operator (DEO) : HSSLC with Govt. approved 6 (six) months Certificate in Computer Application (CCA) from recognized Institute and computer typing speed of 30 words per minute

Brief Description of Duties: Data entry and other works assigned to him/ her.

6. Multi Tasking Staff (MTS) : Class – VIII or equivalent

Brief Description of Duties: Multi Tasking Staff including peon works.

Note: Applicants should apply only in PRECRIBED Application Form. Applications not complete in all aspects and without supporting documents is liable to be summarily rejected