



Chhattisgarh State Skill Development Authority (CSSDA)
CID Building, Old P.H.Q. Campus, Beside Raj Bhawan, Civil
Lines, G.E Road, Raipur, Chhattisgarh



Tel: 0771-4099953, Website : cssda.cg.nic.in, Email: cssda.cg@gov.in

CSSDA/SANKALP/Recruitment/..9.2.5

Dated:- 11/01/2021

Recruitment of Following Post on Temporary Basis

Chhattisgarh State Skill Development Authority invites application from eligible candidates on purely temporary basis with consolidated remuneration of Rs. 30,000/- per month for selection on following post in Project Monitoring Unit under SANKALP: -

S.No.	Name of Post	No. of Post
1	Quality & Assessment Coordinator	01
2	Gender & Inclusion Coordinator	01
3	Planning Coordinator	01
4	Finance & Procurement Coordinator	01
5	MIS Coordinator	01

The selection on above mentioned posts are purely temporary for a period of one year, which is subjected to renewable each year based on the performance till the duration of SANKALP project in the State. The interested candidates may submit application in the prescribed format along with self-attested copies of all required documents latest by 29/01/2021(Date)

The details regarding essential qualification, experiences, age, nature of work, application format and selection criteria are available on the official website, <https://cssda.cg.nic.in>.

Chief Executive Officer
C.G. State Skill Development Authority,
Raipur, Chhattisgarh



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Chhattisgarh State Skill Development Authority invites application for selection of human resource on purely temporary basis for the following posts in Project Monitoring Unit under SANKALP project: -

S. No	Name of Post	No of Post	Qualification	Experience	Remuneration (Per month)
1.	Quality and Assessment Coordinator	01	Engineering degree in Mechanical/ Industrial & any discipline from recognized institution/ University	He/she should have at least 5 years professional working experience in Quality & Assessment related field as Assessor/Manager/ Project Coordinator in any reputed Govt, Semi Govt. or Private sector organizations.	Rs. 30,000
2.	Gender and Inclusion Coordinator	01	Master Degree in Social Science from recognized institution/ University	He/she should have at least 5 years professional working experience in any Social Development project as Manager /Project Coordinator in any reputed Social NGOs, Govt, Semi Govt. or Private sector organizations. Experience in gender related project would be preferable.	Rs. 30,000
3.	Planning Coordinator	01	Master in Economics/Business Administration or Engineering Degree in any discipline from recognized institution/ University	He/she should have at least 5 years experience in the community mobilization, institute building and capacity building, social inclusion, convergence with rural livelihood driven business, skill development, employment, food, Nutrition, Health. Manufacturing, Quality and assessment, planning, Working experience as Manager/Project Coordinator in GOI, State and world bank funded poverty reduction, Community development/ Livelihood projects.	Rs. 30,000
4.	Finance and Procurement Coordinator	01	Master in Business Administration (Finance)/Commerce from, recognized institution/ University	He/she should have at least 5 years professional working experience in Finance and Procurement related field as Manager/Project Coordinator in any reputed Govt. Semi Govt. or Private sector organizations.	Rs. 30,000

5.	MIS Coordinator	01	Engineering Degree in Information Technology from recognized institution/ University	He/she should have at least 5 years professional working experience in management Information System (MIS) and Data Analysis related field as Manager/Project Coordinator in any reputed Govt. Semi Govt. or Private sector organization.	Rs. 30,000
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2. Nature of Work: -

The selected candidates shall be required to perform the following duties/responsibilities related to different approved activities under SANKALP and CSSDA Raipur: -

- Study/Survey market and skill trends, planning, preparation of project/reports, organizing meeting/workshop/seminar, presentation of project, execution & coordination etc.
- Collection/compilation & analysis of data for skill development plans, project activities, record keeping, data and office management etc. for the project.
- Community mobilization, institute and capacity building, social inclusion, convergence with rural livelihood driven business etc.
- Drafting of RFP and EOI documents, finance and procurement related works etc.
- Quality & assessment related work, identifying placement opportunities, social development and gender related project works etc.
- In addition, other duties are to be performed as may be assigned by CEO, CSSDA and Project coordinator SANKALP and other CSSDA officials.

3. Applications in the prescribed format (Annexure A) may be submitted by 29/01/2021 up to 5:00 PM to the mentioned address through registered/speed post.

4. Age limit: - For above posts, age should not be more than 45 years as on 01.01.2021

5. Selection Criteria: -

- A. The applicants will have to apply as per format of application (Attached as annexure A). The applications will be screened for minimum eligibility as mentioned against the said posts.
- B. Maximum 10 candidates per position shall be shortlisted and invited for the interview.
- C. In the selection process of Candidates for the posts, the applicant has been compulsive to get a minimum of 60 % marks out of the prescribed 100 marks for being shortlisted for the interview. The division of marks for selection will be determined as follows:

SN	Shortlisting Criteria	Percentage of obtained Marks		Maximum Marks
	A	B		C
1	Educational Qualification	Graduation (30% of aggregate %)	Post-Graduation (10% of aggregate %)	Total Obtained (40 Marks)
2	Experience in Domain area	10 Years or more (50 Marks)	6 Years or more (30 Marks)	(50 Marks)
3	Marks obtained on the basis of Interview (Out of 10 Marks)			(10 Marks)
Total Obtained Marks (1+2+3)				

6. Terms & Condition: -

- I. The selection on above mentioned posts are purely temporary for a period of one year, which is subjected to renewable each year based on the performance till the duration of SANKALP project in the State.
- II. The advertised posts being purely temporary, the selected candidate will have no claim for regular appointment under the above project or continuation of their services in any other project. Also the candidate cannot claim for any regular appointment at this office after termination of the project.
- III. The candidates shall be required to join his/her duties in the office within 15 days from the date of the offer letter. If candidate fails to do the same, then next candidate in merit list will be eligible to get the offer.
- IV. Any absence from duty will amount to proportionate deduction of remuneration.
- V. No TA/DA shall be paid to the candidates for attending the interview.
- VI. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being selected.
- VII. The appointment can be terminated with 1-month notice from either side without assigning any reason.
- VIII. The shortlisted candidates will be informed for interview by Email. The candidate are advised to refer the official website <https://cssda.cg.nic.in> regularly for further details and updates.
- IX. All entries must be filled by candidate in application format, partial filled application will not be entertained.
- X. Application will be accepted through registered/speed post only, application submitted by hand will not be accepted.



Chief Executive Officer
Chhattisgarh State Skill Development Authority
Raipur, Chhattisgarh

Annexure – A

Advertisement No..... Advertisement Date.....

Please affix
recent
passport size
photograph

1. Name of the Post
2. Name of the applicant
3. Father's/Husband Name
4. Mother's Name
5. Date of Birth (DD/MM/YYYY)
6. Age on 01.01.2021
7. Permanent Address
8. Correspondence Address
9. E-Mail address
10. Telephone No/Mobile NO.
11. Category

12. Education: Qualification (Please attach self-attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

13. Professional/Desirable/additional qualification (Please attach self- attested copies of certificates)

Examination Passed	Passing Year	Board/University	Marks obtained	Total Marks	Percentage

14. Work Experience (Please attach self-attested copies of certificates of experience)

S.No.	From Date	To Date	Designation of the Post	Employer Name
1				
2				
3				

15. Experience in the Domain Area for the applied position: (Please attach self-attested copies of certificates of experience)

Period From (DD:MM:YY)	Period To (DD:MM:YY)	Total work experience in number of years/months/day	Name of Employer/ Organization	Title/ Position	Brief description of functions/responsibilities

16. Languages known and proficiency.

Language	Read	Write	Speak

17. List of supporting Document's attached (Please tick)

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|------|---|----------|
| I. | 10 th Mark sheet | (Yes/No) |
| II. | 12 th Mark sheet | (Yes/No) |
| III. | Graduation Mark sheets | (Yes/No) |
| IV. | Post-Graduation Mark sheets | (Yes/No) |
| V. | Experience Certificates | (Yes/No) |
| VI. | Other documents relevant to post (Please specify) | (Yes/No) |

Declaration

I, the undersigned certify that to the best of my knowledge and belief the above information is correct.

Signature of the applicant