

Employment Notice

H.P Kaushal Vikas Nigam, Kasumpti, Shimla-9

Applications are invited for the following positions in the Himachal Pradesh Kaushal Vikas Nigam Shimla-9 from the HP Govt./ PSU employees on secondment basis through proper channel or Retired state Govt. /PSUs employees on fixed emoluments mentioned as under:

Sr. No.	Position	Number of Posts	Mode of recruitment
1	Consultant (Monitoring)	1	From the HP Govt./ PSU employees on secondment basis through proper channel or Retired state Govt. /PSUs employees on fixed emoluments of Rs. 50,000/- per month.
2	Finance Associate	1	From the HP Govt./ PSU employees on secondment basis through proper channel or Retired state Govt. /PSUs employees on fixed emoluments of Rs. 20,000/- per month.
3	Admin. Associate	1	From the HP Govt./ PSU employees on secondment basis through proper channel or Retired state Govt. /PSUs employees on fixed emoluments of Rs. 20,000/- per month.
Place of posting	SHIMLA		
Terms of Engagement	2 years		

The applications along with relevant supporting documents should reach in the office of the Managing Director, HP Kaushal Vikas Nigam. STPI Building, 2nd Floor, Block No. 24, SDA Complex, Shimla-09 on or before 22.03.2018. The application received after last date or found incomplete will be rejected.

Note:- The prescribed proforma of the application form may be downloaded from the website www.hpkvn.nic.in.

Short listed candidates shall be called for personal Interview, the date of which shall be intimated subsequently.

Dated: 16.03.2018

Sd/-
Managing Director
H.P Kaushal Vikas Nigam
Shimla-9



Himachal Pradesh Kaushal Vikas Nigam

(HP Government Undertaking)

Engagement of Consultant & other Staff

Applications are invited for the following positions in the Himachal Pradesh Kaushal Vikas Nigam Shimla-9 from the HP Govt./ PSU employees on secondment basis through proper channel or Retired state Govt. /PSUs employees on fixed emoluments mentioned as under:

1. Position: Consultant – Monitoring

Number of vacancies: 1

Location: Shimla with frequent travel to various districts of Himachal Pradesh.

Role and Responsibilities:

- Design an M&E process, get it approved by appropriate authorities and create a Manual for the same.
- Build capacity of training providers and assessment agencies to report as per monitoring formats.
- Analyse reports received of monitoring, and flag issues for consideration of stakeholders. Interface with training providers to understand reasons for various issues and support their resolution.

Required Qualification and Experience:

- Master degree, preferably MBA/PGDM (2 years course).
- Only in service employees of HP Govt. / PSUs through proper channel on secondment basis or retired Government of HP/PSUs employees can apply on usual terms and conditions.
- Min 5 years of experience in programme / project monitoring.
- Experience of working with ADB/ World Bank for at least one year.
- Experience in conducting NSQF short term skills training.
- Understanding with various M&E processes for skill programs across the country.
- Knowledge in skill development / technical training.
- Proficiency in computer.
- Writing/ reading/ speaking skills in both Hindi and English is essential.

Remuneration:

For in service candidates- As per Secondment policy of the State Govt.

For Retires candidates : On fixed emoluments of Rs 50,000 per month.

Terms of engagement: 2 years.

2. Position: HR & Admin Associates

Number of vacancies – 1

Location: Shimla

Role and Responsibilities:

- Supporting the HR and Admin team in all HR and administrative activities
- Maintaining files / records.

- Preparing / drafting letters/agendas/ minutes /contracts.
- Maintenance of Store/ stock of the Nigam.

Required Qualification and Experience:

- Post graduates / Graduate with 1-3 Years Experience in administration, HR and procurement functions.
- Only in service employees of HP Govt. / PSUs through proper channel on secondment basis or retired Government of HP/PSUs employees can apply on usual terms and conditions.
- Good writing ability in English and Hindi
- Computer knowledge

Remuneration:

For in service candidates- As per Secondment policy of the State Govt.

For Retires candidates : On fixed emoluments of Rs 20,000 per month.

Terms of engagement: 2 years.

3. Position: Finance & Accounts Associate

Number of vacancies – 1

Location: Shimla

Role and Responsibilities:

- Supporting in maintenance of final accounts /subsidiary accounts, processing of payments in respect of Trainings/ line departments/ documenting and filing of the vouchers, bank reconciliations and co-ordinating with internal auditors/ statutory auditors and AG audit.
- Supporting the Finance and accounts team in all finance and accounts activities
- Maintaining files / records
- Preparing / drafting letters/agendas/ minutes /contracts.

Required Qualification and Experience:

- Post graduates / Graduates in any discipline, preferably in business administration/ commerce or related fields, from a recognized University
- Only in service employees of HP Govt. / PSUs through proper channel on secondment basis or retired Government of HP/PSUs employees can apply on usual terms and conditions.
- Good writing ability in English and Hindi
- Knowledge of Tally and Computer applications.
- Knowledge and 1-3 years of experience in accounts / finance and procurement functions.
- Experience in maintaining the project related accounts.
- Knowledge of office administration
- Proficiency in computer.
- Writing/ reading/ speaking skills in both Hindi and English is essential

Remuneration:

For in service candidates- As per Secondment policy of the State Govt.

For Retires candidates : On fixed emoluments of Rs 20,000 per month.

Terms of engagement: 2 years.

Application should be submitted through post / speed post / courier/ by hand as per the prescribed **Application Form** to: **The Managing Director, Himachal Pradesh Kaushal Vikas Nigam, STPI Building, 2nd Floor, Block No. 24, SDA Complex, Shimla-09.** Last date for receipt of application is 22nd March, 2018.

Application Format

1	Position Applied For		Self-attested Photo
2	Name		
3	Fathers Name		
4	Date of Birth		Male / Female
5	Address for correspondence		
6	Mobile		
7	Email		
8	Present employment		
9	Nature of present engagement		
10	If present engagement is contractual basis, duration of the contract		
11	Present Salary		
12	Details of Computer and web related knowledge and capability		
13	Details of language related capability (for both English & Hindi)		
14	Notice period		
15	Any other relevant information		

Educational Qualification (Recent First)

No.	Name of the Degree/Diploma	Name of the Institution	Year	Result

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Work Experience (starting from present engagement)

S. No.	Position held	Name of organization	From – To	Roles and responsibilities

Details of Training/ Workshops organised (if any)

No.	Subject/title of the Training/ workshop	Dates and venue	Role of the candidate

Declaration - I do hereby declare that all statements made in application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature may be cancelled.

Place
Date

Signature