

## EMPLOYMENT NOTICE.

Applications are invited for the following positions in the office of the **H.P. Kaushal Vikas Nigam, Block No.24, 2<sup>nd</sup> Floor, STPI Building, SDA Complex, Kasumpti, Shimla-9**, from the eligible candidates as detailed below from open market :-

POSITION AGAINST PMKVY 2.0							
Sr. No.	Position	No. of position	Qualifications	Experience	Age	Salary p.m.	Term of engagement
1.	Team Leader Training.	1	Masters degree preferably an MBA from a recognized university.	3 years of experience in relevant stream preferably in skilling projects such as PMKVY, DDUGKY or any State Skill Mission	Not more than 40 years.	35,000/-	Initially for 1 year extendable for a further period of 2 years.
2.	MIS Manager	1	Bachelor in IT/Bachelor in Computer Engg./BCA preferably Masters degree in computer science from a recognized university	3 years of experience in relevant stream preferably knowledge in SDMS/ LMIS and State MIS-related to training	-do-	30,000/-	-do-
3.	Manager Training	1	Masters degree from a recognized university	3 years of experience in relevant stream preferably Team handling in any Training Project/work with TSPs	-do-	30,000/-	-do-
4.	Manager Finance	1	M.Com preferably CA Inter from a recognized university/ Institution	3 years of experience in relevant stream preferably in skilling projects	-do-	30,000/-	-do-

<b>POSITION AGAINST ACCOUNTS WING OF HPKVN</b>							
Sr. No.	Position	No. of position	Qualifications	Experience	Age	Salary p.m.	Term of engagement
1.	Financial Expert	1	B.com/M.com/ preferably CA Inter/Company Secretary/ICW A Inter from a recognized university	Minimum 5 years of experience and knowledge of computer accounting and finalization of accounts as per Companies Act on Tally Software (Essential with supporting documents).	Not more than 45 years	35,000/-	Initially for 1 year extendable for a further period of 1 year.

The applications (please see note given below) alongwith relevant supporting documents should reach in the office of the Managing Director, HPKVN Shimla-9 **on or before 25.9.2017**. The applications received after last date or found incomplete will be rejected. The applications shall be entertained in hard copy through post or by hand only. Applications received through email shall not be entertained.

**The screening test of eligible candidates will be intimated separately.**

**Dated : 11<sup>th</sup> September, 2017**

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

Self attested photo

## Application Format

Male/Female

1	Position Applied for Financial Expert	
2	Name of Applicant	
3	Father's Name	
4	Date of Birth	
5	Address for Correspondence	
6	Mobile	
7	E-Mail	
8	Present employment	
9	Nature of present engagement	
10	It present engagement is contractual basis, duration of the contract	
11	Present Salary	
12	Details of computer and web related knowledge and capabilities	
13	Details of language related capabilities (for both English and Hindi)	
14	Notice period	
15	Any other relevant information	

**16 Educational Qualifications (Recent First)**

<b>Sr. No</b>	<b>Particulars of the Degree</b>	<b>Name of the Institution</b>	<b>Year</b>	<b>Result %</b>

**17 Work Experience (Starting from present engagement)**

<b>Sr. No</b>	<b>Position held</b>	<b>Name of organization</b>	<b>From- To</b>	<b>Roles and responsibilities</b>

**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**