

Paschim Banga Society for Skill Development
Under
Technical Education, Training & Skill Development
Government of West Bengal

PBSSD/PJ/PMKVY/IMP/2017/16

Advertisement for engagement of various posts for PMKVY-CSSM Scheme

Applications are invited from the residents of West Bengal for engagement to various posts on contractual basis for implementation of PMKVY-CSSM scheme. All posts are purely contractual for duration of one year only, which may be renewed basis requirement and performance. In addition to the essential qualifications mentioned in the table below they should be able to read, write and speak in Bengali. The applicant should not be more than 40 years and less than 28 years of age as on 01.03.2019. The upper age limit will be relaxed for S.C., S.T. & O.B.C. as per Government norms.

Examination:

There will be three sets of examinations: one for each Role

The candidates will be selected on the basis of an examination in MCQ format, (subjects tested: basic mathematics, general English, general knowledge, awareness of skilling ecosystem in West Bengal and India), followed by personal interview. The examination will be of **100** marks. Eligible candidates would be called for the interview based on marks scored in MCQ examination.

Application:

The applicants should apply in the online mode only through the web portal www.pbssd.gov.in. During the online application the applicants must upload the experience certificate from their employer in the format placed herewith (Annexure – I) or relieving letters. Eligible candidates who will be called for the interview must submit photocopies of all testimonials of educational qualification, age proof certificate and caste certificate (if applicable) etc. duly signed by the candidates to the interview panel. If the said documents are not submitted or are found to be not in order, the candidature shall stand cancelled.

Qualifications:

Role	Qualification	Responsibilities	Salary
Training Providers Assistant	Qualification : Post Graduation with <ul style="list-style-type: none">▪ At least 2 years of experience▪ Excellent Communication skills▪ Proficient in MS Office	<ul style="list-style-type: none">- Regular Communication with the Training Providers- Monitoring of TP performance- Monitoring & evaluation of training outcomes, quality of trainings and infrastructure- Extensive Visits to centers of PMKVY-CSSM- Scorecard development and analysis, implementation of frameworks for quality assurance- Any other work related to the scheme	INR 25,000/ month

MIS Assistant	Qualification : BCA/B.Sc. (Computer Science) <ul style="list-style-type: none"> ▪ At least 2 years of experience ▪ Excellent Communication skills ▪ Proficient in MS Office 	<ul style="list-style-type: none"> - Support in maintaining data and approvals on SDMS portal - Support in AEBAS - Extensive Visits to centers of PMKVY-CSSM - Generating reports and sharing with stakeholders - Developing reports for SSDM, MSDE, NSDC and other stakeholders - Any other work related to the scheme 	INR 20,000/ month
Finance Assistant	Qualification: BCom. (Accountancy) Hons. <ul style="list-style-type: none"> ▪ At least 2 years of experience ▪ Excellent Communication skills ▪ Proficient in MS Office 	<ul style="list-style-type: none"> - Generation of internal and external financial reports as per PMKVY 2.0 financial guidelines - Extensive Visits to centers of PMKVY-CSSM - Preparing UCs , submission and fund disbursement to TPs - Any other work related to the scheme 	INR 20,000/ month

The registration process through www.pbssd.gov.in will be functional from **08.03.2019** and the last date for online submission shall be up to **5:00 pm** on **22.03.2019** (Friday).

The date and mode of written examination and date for download of Admit Card from our web portal will be notified through the portal in due course.


 01/3/19
 Project Director, PBSSD

(Experience Certificate on Letter Head of the Employer)

Ref. No.-

Date -

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that Mr./Ms.Son/Daughter of Mr.

..... worked as in

our company from to with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

His basic pay is only. We wish him every success in life.

Sincerely,

(Name)

(Designation)

(Company Name)

(Company Registration No.)