

Ref No. WCSC/MT/Rec/2017/02

A World Class Opportunity for experienced professionals looking for careers in Coaching & Training as

## **Master Trainer at World Class Skill Centre**

set up in collaboration with Government of Singapore

The World Class Skill Centre, Vivek Vihar, Delhi invites applications from qualified & experienced professionals as Master Trainers (contractual) for the following sectors

**\* Retail Services: 03 nos. and \* Hospitality Operations: 03 nos.**

\*Total numbers of these vacancies may vary depending on the administrative / functional requirements.

**Attractive Salary**

**RS. 75000 per month**

**Last date : 12 February 2018**

The eligible candidates may address their duly filled applications by registered post to The Principal-cum-Project Director (WCSC), ITI Campus, Vivek Vihar, Delhi-110095.

**Details are available at Department website:**

**<https://www.tte.delhigovt.nic.in>**

**Note: The candidates who applied against the previous Advertisement Ref. no.**

**WCSC/MT/Rec/2017/01 should not apply.**

**DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
WORLD CLASS SKILL CENTRE, VIVEK VIHAR, DELHI-110095**

**Phone: 011-22144897, 011-22144948**

**E-mail: [wscsdelhi@hotmail.com](mailto:wscsdelhi@hotmail.com)**

**Government of NCT of Delhi**  
**WORLD CLASS SKILL CENTRE**  
**Department of Training & Technical Education**  
**Vivek Vihar, Delhi-110095**

**ELIGIBILITY CRITERIA AND TERMS & CONDITIONS FOR ENGAGEMENT AS MASTER TRAINERS**

The candidate must read the following information before filling up the application:

1. Number of Posts & Discipline:

S. No.	No. of posts*	Name of Post	Discipline
1	03	Master Trainer	Retail Services
2	03	Master Trainer	Hospitality Operations

\* The total number of these vacancies may vary depending upon the administrative/functional requirements.

2. Remuneration/honorarium: The selected candidates shall be paid consolidated remuneration of Rs 75,000/- per month (inclusive of all allowances).
3. **Contract:** the contract shall be initially for a period of one year which is to be extendable for Three Years subject to performance of the candidate accessed on half yearly basis. Candidates before joining shall sign a contract with DTTE on prescribed terms & conditions.
4. The Candidates should have minimum qualification as mentioned below:

<b>A. For candidates applying in Retail Services</b>		
I	Qualification	: MBA in Sales & Marketing/Sales/ Marketing/Retail Management from a Recognised University
II	Experience	: Minimum Five (05) years of experience in Retail Services (Operations & Merchandising) out of which one year in teaching/training.
III	Age	: Minimum 27 (Twenty Seven) years and Maximum 50 (Fifty Years) as on <b>01.10.2017</b> (Relaxation for SC/ST/OBC/PD etc. as per rule GNCTD)
IV	Desirable	: i. Able to communicate in English (both written & Spoken) ii. Comfortable with all modern teaching aids, Audio-Visual (proficient in MS-Office)
<b>B. For candidates applying in Hospitality Operations</b>		
I	Qualification	: Graduation in Hotel Management from recognised University
II	Experience	: Minimum Seven (07) years of experience in Hospitality out of which preferably at least two year in teaching/training.
III	Age	: Minimum 27 (Twenty Seven) years and Maximum 50 (Fifty Years) as on <b>01.10.2017</b> (Relaxation for SC/ST/OBC/PD etc. as per rule GNCTD)
IV	Desirable	: i. Able to communicate in English (both written & Spoken) ii. Comfortable with all modern teaching aids, Audio-Visual (proficient in MS-Office) iii. Well versed with the Hotel Management System (Software)

## 5. Conditions for recruitment:

- i. The Department may conduct Skill Test/Written Exam/Group discussion etc. Prior to the Interviews for which the applicants will be informed accordingly.
  - ii. Before appearing for the interview, the candidates should ensure that he/she fulfils the eligibility norms.
  - iii. Selected candidates will be utilized by the administration for imparting the training at World Class Skill Centre as faculty.
  - iv. Candidates will be posted anywhere in Delhi.
  - v. Candidates may be deputed for training in India/Abroad which is binding as per the conditions mentioned in the agreement to be signed as the acceptance of offer.
  - vi. The initial period of engagement on contractual basis is ONE year which is extendable up to THREE years on yearly basis subjected to the consideration of Performance Report. The engagement will be till the date of agreement or regular appointment against the post, whichever is earlier.
  - vii. All the ORIGINAL documents will be retained on the acceptance of the offer during the period of engagement.
  - viii. The candidate must submit the medical fitness certificate issued by a doctor holding at least MBBS degree or Government Hospital before joining.
6. The candidates who are working in any government or public sector undertaking should obtained NOC from their organisation for participating in the interviews.
  7. Candidates are advised to ensure that the application is legible, written in their own handwriting in English language with block letters only one side of the paper, dated and signed. Use only international numeral (1, 2 etc). The candidates must put his/her normal signature in running script on the application form at specified place.
  8. One recent passport size photograph with clear front view of the candidate in normal attire without cap/sunglasses/wigs should be pasted on the application in the space provided and signed by the candidate on the top of the photograph and two photograph containing name and address on back to be firmly attached with the application form.
  9. **Enclosures:** All the enclosures should be firmly attached along with the complete application form (if the certificates are in a language other than English/Hindi attested translation in English/Hindi should also be attached).
  10. Self attested copies of the certificates in support of age, educational qualification, and experience and caste certificate should be enclosed along with the application form.
  11. The candidate must report on the date of interview at the given venue along with all original documents in support of qualification, age, category, experience etc. The candidate must reach at the venue 0930 am sharp. The candidate reporting after 1200 Hrs will not be entertained.

**Invalid application:** Application of the candidate having any of the following discrepancies or irregularities will be summarily rejected.

- I. Application which is incomplete or illegible or unsigned or not in prescribed format as given in this notice.
- II. Application without requisite documents.
- III. Application which is not in English language.

- IV. Application without self attested copies of certificates in proof of age , educational qualification , category (Where applicable).
- V. Application without support of attested translated copies of the certificates which are in language other than Hindi /English.
- VI. Application without signed /attested photograph affixing on prescribed place.

12. **Final Decision:** The decision of the Department of Training and Technical Education in all matters relating to eligibility acceptance or rejection of the application, penalty of false information, and mode of selection will be final binding on the candidates and no enquiry or correspondence will be entertained by DTTE in this connection. The DTTE reserves the right to cancel the candidature of the candidate at any stage of recruitment process and even after the selection /appointment of candidate, if he does not fulfil the conditions specified in the notification.

13. The DTTE reserves the right to rectify inadvertent error, omission, if any.

14. List of selected candidates will be uploaded on the department website <https://www.tte.delhigovt.nic.in> no other intimation of rejection would be communicated.

**NOTE: The Candidates may submit their application on e-mail ID: wscdelhi.rec@gmail.com. The scanned copies of all the self attested requisite documents along with duly filled scanned application form MUST be sent to the mail ID mentioned. Applications without complete requisite document/s and received after due date & time i.e. up to 23:59:59 hrs. On 12/02/2018 will summarily be rejected and no correspondence in this regard will be entertained for the reason/s what so ever.**

**BY SPEED POST**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION

**WORLD CLASS SKILL CENTRE**

ITI VIVEK VIHAR FOR WOMEN CAMPUS,  
VIVEK VIHAR, DELHI-110095

Phone- 011-22144897, 011-22144948, E- mail- wscdelhi@hotmail.com

**APPLICATION FORMAT FOR ENGAGEMENT OF MASTER TRAINERS ON  
CONTRACTUAL BASIS FOR WORLD CLASS SKILL CENTRE AT DELHI SETUP IN  
TECHNICAL ASSISTANCE WITH ITE SINGAPORE, GOVT. OF SINGAPORE**

To

The Director, TTE

Paste a latest  
colored pass port  
size photograph in  
front pose only

1. Ref No.: **WCSC/MT/REC/2017/02** Dated: \_\_\_\_\_
2. Post applied for: Master Trainer \_\_\_\_\_
3. Full Name of candidate (in capital letters): \_\_\_\_\_
4. Father's Name: \_\_\_\_\_
5. Mother's Name: \_\_\_\_\_
6. Date of birth : 

D	D	M	M	Y	Y	Y	Y
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In words \_\_\_\_\_
7. Age as on 01.02.2018: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ days
8. Blood Group: \_\_\_\_\_ 9. Mark of identification: \_\_\_\_\_
10. Nationality: \_\_\_\_\_ 11. Religion: \_\_\_\_\_
12. Marital Status: \_\_\_\_\_ 13. Gender Male \_\_\_\_\_ /Female \_\_\_\_\_
14. Category: \_\_\_\_\_ **Gen/SC/ST/OBC/PD/Ex-serviceman**
15. Last Three Months Emoluments drawn (in Rs.): \_\_\_\_\_

**16. Qualifications:**

**(a) Graduation Qualification:**

S.N.	Qualification	Recognized Board/University/Institute	Year of passing with duration	%age of marks with division	Subjects

**(b) Post Graduation qualifications:**

S.N.	Qualification	Recognized Board/University/Institute	Year of passing with duration	%age of marks with division	Subjects

**(c) Additional qualifications/Certification:**

S.N.	Qualification	Recognized Board/University/Institute	Year of passing with duration	%age of marks with division	Subjects

**(d) Professional Trainings / Programme/Courses attended during service:**

S.N.	Type of training/programme	Institute	Duration	Remarks

**17. Experience (Relevant Professional):**

**(a) In Industry (Practical): Total \_\_\_\_\_ Years \_\_\_\_\_ Months**

S.N.	Name of Organization/department	Position held	Nature of duty	Period	Last Salary drawn	Reason For Leaving

**(b) In Institute (Teaching/Training): Total \_\_\_\_\_ Years \_\_\_\_\_ Months**

S.N.	Name of Instt. & department/ Organization	Position held	Nature of duty	Period	Last Salary drawn	Reason For Leaving

**18. In case of serving employee:**

Organization where employed	Address of employer	Designation/ Post held	Date of appointment	Whether NOC obtained or Not

**19. Awards & Achievement**

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**20. Language Known**

Language	Spoken	Written
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)
	(Poor/Fair/Excellent)	(Poor/Fair/Excellent)

**21. Reference (Must mention the HR, Head and immediate Officer of the last organization served)**

Name of referee	Company/Title	No. of Years applicants Known to referee	Contact No
1.			
2.			
3.			

**22. Correspondence address:**

House No \_\_\_\_\_ Village/Mohalla/colony/sector \_\_\_\_\_  
Tehsil \_\_\_\_\_ Police station \_\_\_\_\_  
District \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Pin code \_\_\_\_\_ Ph. No with STD Code: \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-mail ID: \_\_\_\_\_

**23. Permanent address:**

House No \_\_\_\_\_ Village/Mohalla/colony/sector \_\_\_\_\_  
Tehsil \_\_\_\_\_ Police station \_\_\_\_\_  
District \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Pin code \_\_\_\_\_ Ph. No with STD Code: \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-mail ID: \_\_\_\_\_

**24.** What Qualities differentiate you from a well-qualified individual in similar role?

\_\_\_\_\_ (Please attach write up as annexure-24)

**25.** Please describe an innovation/new teaching techniques/new approach that enables students to learn better:

\_\_\_\_\_ (Please attach write up as annexure-25)

**26.** Brief Note about yourself:

\_\_\_\_\_ (Please attach write up as annexure-26)

**Note: - For Sl. no. 24, 25 & 26 the write up should be in applicants own handwriting and each write up should not be more than 200 words.**

**27. Indian Passport No.:** \_\_\_\_\_ **validity up to** \_\_\_\_\_

<b>Details of the Enclosure</b>		<b>Tick</b>
1.	Master's Degree & Marksheets	(√)
2.	Bachelor's Degree & Marksheets	
3.	12 <sup>th</sup> Certificate	
4.	10 <sup>th</sup> Certificate (D.O.B.)	
5.	Experience Certificates	
6.	Any Other Certificate	
7.	Caste/PD/Ex-Serviceman Certificate	
10.	Annexure 24	
11.	Annexure 25	
12.	Annexure 26	



**Declaration in your own hand writing**

I, \_\_\_\_\_ W/o, D/o, Shri \_\_\_\_\_  
\_\_\_\_\_ hereby declare that all the statements made in this  
application are true, complete and correct. In the event of any information being found false or  
incorrect or myself being not eligible in terms of eligibility criteria, my  
candidature/appointment is liable to be cancelled/terminated without any notice.

(Signature of applicant)

Dated: \_\_\_\_\_

Place: \_\_\_\_\_