



भारतसरकार / Government of India

E-61953

कौशलविकास एवं उद्यमशीलता मंत्रालय / Ministry of Skill Development and Entrepreneurship

प्रशिक्षण महानिदेशालय / Directorate General of Training

क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय जम्मू & कश्मीर और लद्दाख

Regional Directorate of Skill Development and Entrepreneurship J&K and Ladakh

राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला)

**NATIONAL SKILL TRAINING INSTITUTE (WOMEN)**

भोर (चट्टा सड़क), रीन पैलेस के पास, डाकघर - भौर कैम्प, जम्मू - 181 101

Bhour (Chatha Road), Near Reen Palace, P/O Bhour Camp, Jammu - 181 101 (UT of J&K)

e-mail: [nsti-jammu@dgt.gov.in](mailto:nsti-jammu@dgt.gov.in), Website: [www.nstijammu.dgt.gov.in](http://www.nstijammu.dgt.gov.in), Phone No: +91-0191-2263777



No.: NJ-T-11020/1/2023 /LTT/CITS/95

Dated: 10/10/2023

**Engagement of Guest Faculty**

National Skill Training Institute (Women), Jammu invites applications from the eligible candidates for engagement as Guest Faculty (GF) for conducting Trade Theory and Trade Practical classes (**Maximum 4 hrs per day**) for the session 2023-24 in the trade "**Office Management**" under Crafts Instructors Training Scheme (CITS) at NSTI (W), Jammu.

**Education Qualification** for GF of "CITS- Office Management Trade" is mentioned below:

B.Voc. / Degree in Office Management / Secretarial Practice / Modern Office Management from AICTE/ UGC recognized University with two years experience in relevant field. **OR** Diploma (3 years duration) in Secretarial Practice / Modern Office Management from recognized University / Board or relevant Advanced Diploma (Vocational) from DGT with two years experience in relevant field. **OR**

NTC/NAC passed in Stenographer Secretarial Assistant (English), Secretarial Practice (English) trade with five years experience in the relevant field.

**\*Essential Qualification:** National Craft Instructor Certificate (NCIC) in "Office Management" Trade in any of the variants under DGT.

For more details and application form, please visit the website: [www.nstijammu.dgt.gov.in](http://www.nstijammu.dgt.gov.in) / [rdsdejammukashmir.dgt.gov.in](http://rdsdejammukashmir.dgt.gov.in).

The application in the prescribed format along with the enclosures may be sent to "The Regional Director, Regional Directorate of Skill Development and Entrepreneurship J&K and Ladakh, DGT, MSDE, Chatha Road, Bhour Camp, Near Reen Palace, Jammu-181 101 (UT of J&K)" **on / before 23/10/2023 up to 5.30 PM by post or hand. [Working hrs: 9 AM to 5.30 PM Monday to Friday]**

The selection would be based on merit and short-listed candidate will be invited for the selection process (MCQ Written Test, Skill Test, and Teaching Practice) at the Institute. Engagement of GF is purely on temporary basis. Remuneration rate per hour for GF is Rs.250/- for courses under CITS. Maximum emolument paid to any GF must not exceed the ceiling of Rs.30,000/- during any calendar month.

The decision of the selection committee will be final and binding on all candidates in all matters relating to eligibility, acceptance / rejection of the applications, mode of selection, cancellation of the selection process, etc. **and this post is purely on temporary basis and no candidate can claim for permanent job.**

This issued with approval of Competent Authority of this Directorate.

---S/D---

Regional Director/ HoD

**NATIONAL SKILL TRAINING INSTITUTE (WOMEN ), JAMMU**  
**Application Format for the post of Guest Faculty for**  
**CITS- OFFICE MANAGEMENT TRADE**

1. Name of the Applicant : .....
2. Name of Father/ Husband : .....
3. Date of Birth : DD-MM-YYYY
4. Age as on 23/10/2023 : .....
5. Male/Female : .....
6. Caste : .....
7. Correspondence Address (In full) : .....

8. e-mail: ..... Mobile No.: .....
9. Nationality : .....
10. Academic/Technical /Professional Qualification: .....

Sl. No.	Name of the Exam passed	Year of passing	University /Board	% of Marks & Class	Subjects
1.	10 <sup>th</sup>				
2.	12 <sup>th</sup>				
2.	NTC / NAC				
3	Diploma / Graduation / B.Tech.				
4.	NCIC/CITS/CTI				

**11. Experience**

Sl. No.	Name of employer /Org.	Period		Nature of duties
		From DDMMYY	To DDMMYY	
1.				

I, solemnly, declare that the statement made by me in this form is correct to the best of my knowledge and belief.

Dated: / /2023  
 Place:.....

Signature of the Candidate  
 (.....)

**List of enclosures:** Self-attested photocopies of certificates