

Draft Advertisement

Applications are invited from eligible candidates for the deployment as Vocational Trainers in various Govt. schools of Haryana, for the implementation of Centrally Sponsored scheme of Vocational Education. Positions are contractual in nature for a period upto 31.03.2017 or any specified duration depending upon the continuance of the programme/course, other unforeseen circumstances. The reservation policy of the State Govt. will be followed. However, these being contractual and institutional positions, if suitable candidates from reserved category are not available then the candidates from the other/General categories will be recruited and vice-versa.

Interested candidates are advised to visit the web site -----for further details. Last date for receipt of applications is _____.

Advertisement No.

Dated:.....

Closing Date:.....

Application are invited on prescribed Performa from Indian Citizens for appointment to the following posts of Group "C" service under The Centrally Sponsored Scheme in various disciplines in selected Government Senior Secondary Schools. These posts are subject to the approval continuance of the project from Govt. of India is, therefore the number of posts os subject to variation as per approval. These posts are required on contract basis for a period upto 31.03.2017 or for a shorter duration or any specified duration depending upon the continuance of the programme/course other unforeseen circumstances on a consolidated remuneration of Rs. 18000/- per month with annual increase @5% of emoluments and maximum ceiling of total package Rs. 21000/- per month

Name of Post Vocational Trainer:

Catg. No.	Trade/Skill	Tentative Total No. of positions

Note:- The reservation policy of the State Government will be followed. However these being contractual and Institutional posts, if suitable candidates from reserved categories are not available then the candidates from other/general categories will be recruited & vice-versa.

QUALIFICATIONS -
Annexure - I

AGE

Candidate should not be less than 18 years or more than 42 years of age as on
Relaxation is age will be applicable as Haryana Govt. Rules.

SPECIAL INSTRUCTION :

The prescribed essential qualification does not entitle a candidate to be called for written test. The organisation will short list the candidates for a written examination and on the basis of a rationale criteria as given in annexure-II . The decision of the organisation in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

HOW TO APPLY:

A candidate whether he/she belongs to general category or reserved categories viz., SC, BC, ESM/DESM can submit only one application for particular category of post. Application form complete in all respect duly filled in by the candidates in their own handwriting in capital letters and signed on every page in the specified space should be sent only through

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All the column of the application form should be filled.

The candidates are advised to attach photo copy only of essential qualification/certificates/diploma/degree with application form along with eligibility certificate in case of DESM and Sports Gradation Certificate in case of Outstanding Sport Person Category and PHC Certificate from the Competent Authority. The candidates, who have obtained degrees or Diplomas Certificates for the various courses from any institution declared fake by the University Grant Commission, shall not be eligible for being considered for recruitment to the posts advertised.

ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview . Mere dependant certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of identity card issued by concerned Zila Sainik Board.

GENERAL INSTRUCTION:

1. Candidates will submit single application for each post strictly in the prescribed performa. If candidates applies for more than one post, he/she should submit separate application for each of the post along with fee also indicating the other post for which he/she has applied separately.
2. Application must reach upto/- The application received after the closing date shall not be entertained.
3. Number of post may increase or decrease without any prior notice.
4. Reservation of posts will be for Haryana Residence only and as per the reservation policy for the State Government, these being contractual and institutional posts, if suitable candidates from reserved categories are not available then the candidates from other/general categories will be considered and vice versa. The benefit of reservation will be given only to those SC,BC,PHC and ESM and outstanding sportsperson candidates who are domicile of Haryana State. The SC/BC/PHC candidates are required to submit same SC/BC/PHC certificate duly

issued by the competent authority at the time of interview. Likewise the outstanding sportsperson shall be required to attach the sports gradation certificate with the application form as per Government instructions duly issued by the competent authority. DESM shall be required to attach the fresh eligibility certificates duly issued by the Zila Sainik Board with the application form.

5. Matric with Hindi/Sanskrit or 10+2/Graduation/post graduation with Hindi as one of the subject is essential for all above mentioned posts.
6. Candidates should be fluent in English and Hindi.
7. Candidates should possess basic Knowledge of computers.
8. The candidates should have good communication skills.
9. The requisite qualification and relevant experience etc. for eligibility shall be determined on the closing date of submission of application.
10. **All degree/Graduation/Post Graduation Degree it should be from a recognized Private/State University /Institute or College recognized/affiliated to recognized Central/State University/Private University. In case of Diploma/PG Diploma it should be from a recognized Private/State University/Institute or College recognized/affiliated to recognized Central/State University/Private University or a board duly setup by the State/Central Government.**
11. Experience will be calculated after fulfilling the requisite essential qualification for any post and should be of full time. Part time experience should not be entertained.
12. Application on prescribed form duly signed (on every page) complete in all respects along with attested copies of testimonial and requisite fee must be sent latest by up to 4.00 P.M. In case the candidates fail to attach self-attested copies of testimonials from which eligibility is to be checked or merit is to be determined, their application shall be rejected without providing any further opportunity.
13. The Organization would not be responsible for any delay, incomplete applications like unsigned/without self-attest and copies of testimonials those received after the last date for any reasons will not be entertained and shall be summarily rejected.
14. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
15. The prescribed essential qualification are minimum and mere processing of the same, does not entitle any candidate to be called for interview. In the event of number of applicants being large , the Department may shortlist the candidates by any criteria to be adopted by the Department.
16. The appointments shall be made on contractual basis for the period up to 31.03.2017 or for a shorter duration or any specified duration depending upon the continuation of the programme/course other unforeseen circumstances.
17. Prescribed application Performa is attached herewith.
18. No TA/DA is payable for attending the test to be conducted.
19. For Roll no. ,interview schedule extra kindly visit website regularly. No Separate correspondence will be made in this regard.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

1. One copy of latest stamp size photograph duly attested should be pasted on the application form.

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2. Attested photocopy of essential qualification and above diploma/degree should be attached with the application form.
 3. Attested photocopy of fresh eligibility certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
 4. Attested Photocopy of sports gradation certificates in case of outstanding sportsperson ,duly issued by the competent authority.
 5. Attested copy of BC/SC/PHC Certificate issued by the competent authority.

THE CANDIDATES ARE ADVISED THAT THE PHOTOCOPY OF ALL QUALIFICATIONS SHOULD BE ATTACHED WITH THE APPLICATION FORM

NOTE : An application form will be summarily rejected in the following events:

1. If candidate makes more than one application for a particular category.
 2. If the application is not in the prescribed format appended with this advertisement.
 3. If the application is unsigned/incomplete.
 4. If the application is received after the closing date.
 5. If a candidate does not possess requisite academic qualification on the cut-off date.
 6. If a candidate is underage/overage on the cut-off date.
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Application Form

(To be filled in by the office)

Receipt No.....Date..... Roll No.....

Eligible(Yes/No)_____ (If no, give reason_____)

Name, Designation and Signature of the verifying officer_____

(To be filled by candidate in his/her own handwriting, in BLOCK LETTERS)

Advertisement no. _____

Name of the post for which applied _____

Category No. _____

Paste recent
passport size
coloured
photograph
duly
attested

1. Name of Applicant _____

2. Father's Name _____

3. Mother's Name _____

4. Permanent Address with pin code _____

5. Present Postal address with Pin Code

6. E.mail Address (should be valid& active) _____

7. Mob. No. _____

8. Date of Birth _____

9. Are you married (Yes/No) _____

10. State to which you belong _____

11. a) Are you citizen of India by Birth (Yes/No) _____

b) If not specify country _____

(Signature of the candidate)

12. a) Category (General/SC/BC-A/BC-B/SBC/EBP etc.) _____

b) Subcategory (ESM/DESM/PHC/OSP/Widows etc.) _____

13. (A) Educational Qualifications as per eligibility criteria (Academic & Professional)

Sr. No.	Exam Passed	Year of passing	Course duration	Subjects	University/Board	Division	% of marks	Grade if any
1								
2								
3								
4								
5								

14. Details of Previous Employment /Experience

Sr. No.	Name & address of employer	Whether Govt./Semi Govt./Pvt.Ltd./ Pvt.etc.	From (Date)	To (Date)	Designation	Scale of pay & total emoluments	Nature of duties performed	Total Experience YY-MM-DD
1								
2								
3								
Total Experience								

15. List of Enclosures:

(i)-----(ii)----- (iii)----- (iv)-----

(v)----- (vi)----- (vii)----- (viii)-----

16. District of choice for posting in order of preference:

1. _____ 2. _____ 3. _____

17. Have you applied for any other post this advertisement ? If yes, mention the name of post:

Declaration:

I hereby declare that I have gone through and accept the General Instructions conveyed through the website referred in the advertisement for the purpose of said recruitment. Further, I solemnly affirm that all the statements made by me in this application are true and correct to the best of my knowledge and belief. I further understand that in the event of particulars or information furnished by me are being found false or incorrect, my candidature for the post is liable to be rejected or cancelled and if they are found to be false after appointment, my services are liable to be terminated without any notice to me.

Place:

Date:

(Signature of the candidate)