

# CENTRAL EMPLOYMENT EXCHANGE

## Advertisement No. 07/2021

Applications are invited for the following post(s) by various employers indicated in the advertisement within 60 days of date of advertisement in the prescribed format (Annexure-II) given at the end of the advertisement. Applications received after due date will not be considered.

Candidates are required to send their application directly to the respective employers.

Application for the post of Vocational Instructor (Commercial Practice), is to be sent to Assistant Director of Employment, National Career Service Centre for Differently Abled, Nalanchira P.O., Thiruvananthapuram-695015. Telephone No.0471-2531175.

Sl. No. (01) Vocational Instructor (Commercial Practice) Group-B (N-G) (Non-Ministerial) - (01) SC

Pay Band:- Pay Matrix Level: 6 (Pay Band-2 Rs. 9300-34800, Grade Pay: Rs. 4200/- (Pre-revised))

Age: 30 years (The upper age limit relaxable for SC/ST, OBC, Ex-Servicemen, PH, Widow, Divorced women and women judicially separated from their husband, and Govt. servants etc. as per Rule)

Qualification Essential:

\* For priority categories For others (applicable for Central Government posts only)

For Priority category	For Others
1) Graduate of a recognized University. (ii) Diploma or Certificate in Commercial or Secretarial Practice from a recognized Institute.	1) Graduate of a recognized University. (ii) Diploma or Certificate in Commercial or Secretarial Practice from a recognized Institute.

Desirable: [www.jobshankar.com](http://www.jobshankar.com)

For Priority category	For Others
Speed of 40 words per minute in Typing and 80 words per minute in Shorthand.	Speed of 40 words per minute in Typing and 80 words per minute in Shorthand

Duties: Evaluation and training of persons with disabilities (pwds) and maintain records such as attendance and progress register. Assign work to the pwds as per the evaluation plan. Proper maintenance and upkeep of machinery, tools & equipments and raw materials etc. Developing adequate evaluation/training models and assessing the functional suitability of the clients on the basis of simulated work condition. Evaluation/training of the clients as per the requirements of the various jobs in the employment market. Take adequate steps for placing the trainees in wage-paid employment or self-employment. Develop low cost modules of training in new avenues related to his/her area of skills.

Place of work : Thiruvananthapuram (Transferable to anywhere in India)

Application for the post of Vocational Instructor (Hosiery) is to be sent to Assistant Director (Employment), National Career Service Centre for Differently Abled, DGE, M/o Labour & Employment, Govt. of India, NCTI Campus, Gill Road, Ludhiana-141003. Phone Number: 0161-2490883, 0161-2870120

Sl. No. (02) Vocational Instructor (Hosiery) Group 'B' Non Gazetted under Central Civil Services - (01) EWS

Pay Band:- Pay Matrix Rs. 35400-112400/- (Pay level - 6 as per 7th CPC)

Age: 30 Years (The age limit relaxation up to 35 years in case of Government Servants). Relaxation in age limit for reserved categories admissible as per Central Government Services rules.

Qualification Essential: 1. Matriculation or equivalent

2. National trade certificate in appropriate Trade OR National Apprenticeship certificate in appropriate Trade or its equivalent certificate in appropriate Trade. 3 years field experience in appropriate Trade (Priority will be given in for the candidate who have trained in advance certificate from advanced training institute for the instructor in appropriate trades)

Desirable:

Duties: Evaluation training of PWDs and maintain records such as attendance and progress register. Assign work to the PWDs as per the evaluation plan chart drawn by the psychologist / workshop foreman. Proper maintenance and upkeep of machinery, Tools and equipment and raw materials etc. of his trade maintaining various registers like to an equipment register, raw material register, finished good registers etc. and submitting the same to the Workshop Foreman and the Head of the Centre for proper and periodical check up. Initiate formalities for the grant of stipend /scholarship such as filing of forms enclosures etc. Developing adequate work sample evaluation models and assessing the functional suitability of the clients on the basis of simulated work condition. Evaluation of the clients as per the requirement of the various jobs in the employment market. Advising the head of the Centre through Workshop Foreman about modification in the Machines and equipment keeping in view the degree and type of disability. Administering monthly and quarterly test for review of training and reporting about their progress in the achievement of skills.

Place of work : Ludhiana (Punjab).

### INSTRUCTION AND ADDITIONAL INFORMATION FOR CANDIDATES

- Separate applications are required for each post quoting advertisement no. and sl. no. of the post.
- Self-attested photocopies of educational/reservation categories/experience certificates etc., if any, should be enclosed with the application.
- Upper age limit relaxable for SC/ST/OBC, EX-SERVICEMEN, Physically Handicapped, Widow, Divorce Women and Women judicially separated from their husband and Govt. servants etc. as per rules.
- Only those SC/ST candidates who are not employed anywhere will be paid TA for Attending interview, if admissible under rules.
- Application in any case should not be sent to Central Employment Exchange-Local Exchange.

#### ABBREVIATIONS USED

- OBC: OTHER BACKWARD CLASS
- UR: UN-RESERVED
- SC : SCHEDULE CASTE
- AISL: ALL INDIA SERVICE LIABILITY

# Narmada Control Authority

(Ministry of Jal Shakti, Dept. of WR, RD & GR, Govt of India)  
Narmada Sadan, Sector - B, Scheme No. 74  
Vijay Nagar, Indore (M.P.) - 452010

The Authority proposes to appoint 1 (one) Project Coordinator in Environment and Rehabilitation wing of NCA to assist Member (E&R) in the field level monitoring, evaluation and documentation of Environmental and Social Safeguard Measures implemented for construction of Sardar Sarovar Dam and Narmada Main Canal. The post of Project Co-ordinator is purely temporary and on contractual basis for 02 years, may be extended on the basis of his/her satisfactory performance and organisational requirement.

Sl. No.	Name of the post and pay scale	Tentative place of posting	Educational qualification(s) and Criteria	No. of Post
(1)	(2)	(3)	(4)	(5)
1.	Project Coordinator in consolidated pay of Rs. 60,000/-pm + HRA (As per the Central Govt norms applicable in the city where he/she is posted)	Indore	Post Graduate or equivalent from a recognised University/Institute in Environmental Science/Natural Science/ Environmental Management/Sustainable Development/ Social Science/Sociology/Developmental Studies/Botany/ Zoology/ Forestry/Agriculture/Remote Sensing & GIS/Geo-informatics/other allied subjects, with minimum 3 years professional/research experience in relevant field.	01 (one)

The above vacancy is provisional and subject to change in future.

Details regarding eligibility criteria, experience, other requirements and job responsibilities attached to the post, etc. can be seen at website of NCA, <http://nca.gov.in>

Last date of receipt of application is 45 days from the date of publication in the Employment News.

EN 39/43

### Government of India

(Directorate General of Health Services)

National Tobacco Testing Laboratory - Mumbai

at

Central Drugs Testing Laboratory-Mumbai

Zonal FDA Bhawan, GMSD Compound, Bellasis Road

Mumbai Central, Mumbai - 400 068

Applications are invited to fill up one post of Senior Scientific Officer - I (Contractual) in National Tobacco Testing Laboratory- Mumbai at Central Drugs Testing Laboratory- Mumbai with consolidated emoluments of Rs. 65,000/-per month on purely contractual basis.

Last date for receipt of application in the office will be 15 days from the date of publishing the vacancy circular in the Employment News Paper.

For details visit to website: <https://main.mohfw.gov.in/vacancy>

Note : Those who have already applied need not to apply again.

EN 39/9

### FORMAT OF APPLICATION FORM

- Advertisement No.
- Serial number of the post.
- Post applied for.
- Name of Employment Exchange where registered, if any
- Employment Exchange Registration No., if any
- Name of the applicant (Mr./Miss/Mrs.)  
In block letters
- Date of Birth:  Date:  Month:  Year:

- Father's Name:
- Address (in full):
- Nationality:
- Category to which belong (SC/ST/OBC)
- (ATTACH PHOTOCOPY OF CERTIFICATE)
- Whether Ex-Serviceman (Yes/No)
- Whether Physically Handicapped (Yes/No)
- Academic/Technical/Professional qualifications  
(Beginning with matriculation level) attach photocopies of certificates

Sl. No.	Name of Exam	Year of passing	Univ./Board/Div./Class/Grade	Subjects	% of Marks

15 Experience (attach photocopies of certificates in support of experience):

Sl. No.	Name of employer/org.	Period From To	Designation	Pay Scale/Pay duties	Nature of	Reasons for leaving

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

Dated:

Place:

(Signature of the candidate)

- List of enclosures :
- 1.
  - 2.
  - 3.

dawp 23105/11/0010/2122

EN 39/35

**Narmada Control Authority**

**(Ministry of Jal Shakti, Dept. of WR, RD&GR, Govt of India)**

Narmada Sadan, Sector – B, Scheme no. 74, Vijay Nagar, Indore (M.P.) - 452010

The Authority proposes to appoint 1(one) **Project Coordinator** in Environment and Rehabilitation wing of NCA to assist Member (E&R) in the field level monitoring, evaluation and documentation of Environmental and Social Safeguard Measures implemented for construction of Sardar Sarovar Dam and Narmada Main Canal. The post of Project Co-ordinator is purely temporary and on contractual basis for 02 years, may be extended on the basis of his/her satisfactory performance and organisational requirement.

Sl. No.	Name of the post and pay scale	Tentative place of posting	Educational qualification(s) and Criteria	No. of Post
(1)	(2)	(3)	(4)	(5)
1.	Project Coordinator in consolidated pay of Rs.60,000/-pm + HRA (As per the Central Govt. norms applicable in the city where he/she is posted)	Indore	Post Graduate or equivalent from a recognised University/Institute in Environmental Science/ Natural Science/ Environmental Management/ Sustainable Development/ Social Science/ Sociology/ Developmental Studies/ Botany/ Zoology/ Forestry/Agriculture/ Remote Sensing & GIS/ Geo-informatics/ other allied subjects; with minimum 3 years professional/research experience in relevant field.	01 (one)

The above vacancy is provisional and subject to change in future.

Details regarding eligibility criteria, experience, other requirements and job responsibilities attached to the post, etc, can be seen at website of NCA, <http://nca.gov.in>

Last date of receipt of application is 45 days from the date of publication in the Employment News.

**Narmada Control Authority**  
**(Ministry of Jal Shakti, Dept. of WR, RD&GR, Govt of India)**  
Narmada Sadan, Sector – B, Scheme no.- 74, Vijay Nagar, Indore (M.P.) – 452010

The Authority proposes to appoint 1(one) **Project Coordinator** in Environment and Rehabilitation wing of NCA to assist Member (E&R) in the field level monitoring, evaluation and documentation of Environmental and Social (E&S) Safeguard Measures implemented for construction of Sardar Sarovar Dam and Narmada Main Canal in the Party States of Madhya Pradesh, Gujarat, Maharashtra & Rajasthan. The post of Project Coordinator is purely temporary and on contract basis for 02 years and may be extended, if required by the Organisation on the basis of his/her satisfactory performance.

**Requirements:**

**A: Essential qualifications and criteria:**

Post Graduate or equivalent from a recognised University/Institute in Environmental Science/ Natural Science/ Environmental Management/ Sustainable Development/ Social Science/ Sociology/ Developmental Studies/ Botany/ Zoology/ Forestry/Agriculture/ Remote Sensing & GIS/ Geo-informatics/ other allied subjects; with minimum 3 years professional/research experience in relevant field.

**B: Desirable qualification:**

- Ph.D. in relevant field with minimum 2 years professional and progressive experience in the assessment and management of Environmental and/or Social impacts, Monitoring and Evaluation of developmental projects.
- Proficiency in handling RS & GIS software.
- Knowledge of statistical softwares, proficiency in SPSS, R, STATA, etc.
- Proven background in research methods for field level Monitoring and Evaluation in relevant field.
- Minimum 02 (two) research paper published in peer reviewed journal.
- Knowledge of Gujarati and/or Marathi

**C: Other requirements:**

**C.1 Work experience**

- Familiar with Environmental and Social (E&S) Impact Assessment, Environmental and Social Due Diligence, Environmental and Social Management System, Stakeholder Engagement Plan and Mitigation Hierarchy in various developmental projects.
- Good understanding of technical methods employed in Monitoring and Evaluation and Research analysis such as overall design, sampling approaches, calculation, data collection approaches and data triangulations, etc.
- Ability to synthesize and analyze diverse data and produce quality research papers and reports.
- Knowledge of Government of India's Policies, Acts & Guidelines on Environment and Social Aspects of multi-purpose river valley projects including downstream issues, environmental flow and impact on fisheries.
- Knowledge of environmental and social impacts of Command Area Development.
- Aptitude and understanding of community-oriented socio-cultural issues arising out of developmental projects with respect to livelihood, traditional local communities, indigenous peoples and their contribution to conservation, etc.

## **C.2 Language Proficiency:**

- Excellent command in English and Hindi (both written and oral). Knowledge of Marathi/Gujarati would be an advantage.

## **C.3 Functional Competencies:**

- Strong understanding of statistical methods, data analysis, interpretation & optimization.
- Advanced IT skills, knowledge of advanced excel, word and power point.
- Ability to provide independent technical evaluation and recommendations free of conflict of interest.
- Ability to deal with unstructured and changing environment, flexible and independent.
- Dynamic with excellent communication and interpersonal skills.
- Professional and personal endurance and commitment to complete complex assignments effectively and efficiently in a high demanding working environment, plan own work and manage conflicting priorities.
- Proven ability to work in a team.
- Willing to travel and trek at remote sites independently.

## **Job Responsibilities:**

- Participate in field monitoring to assess performance, progress and quality of implementation of various environmental safeguard measures with respect to Catchment Area Treatment (CAT), Compensatory Afforestation (CA), Health Aspect Management, Command Area Development (CAD), Conservation of Flora & Fauna, Biodiversity, Fisheries Development & Conservation etc, develop monitoring and evaluation reports including identification of corrective actions as appropriate.
- Monitoring and Evaluation of Resettlement & Rehabilitation (R&R) works carried out by Party States.
- Review and Analysis of various study reports submitted by Party States, suggest improvements and ensure incorporation in the final reports and effective implementation.
- Preparation and presentation of high quality technical reports.
- Assisting in designing and getting a Compendium prepared with respect to various E&S aspects and works implemented for construction of Sardar Sarovar Dam and Narmada Main Canal.
- Perform other duties as may be assigned from time to time.

## **General Conditions: For Contract Basis**

1. **Age limit:** Maximum age is 35 years (age relaxation of five years for SC/ST & women and three years for OBC as per the Govt. of India rules).
2. The post is purely temporary and will be filled on contractual basis for two years, extendable on the basis of his/her satisfactory performance and as per organisational requirement, if required. However the contract can be terminated early also with a one month notice, if work not found satisfactory.
3. The candidate shall not be entitled to claim for regular appointment in this Authority.
4. The candidate will have to compulsorily bring the filled-in application form (as per the format attached), all the original documents/certificates from matriculation onwards, date of birth certificate, original degree and one set of self-attested photocopies of all the required documents/certificate from matriculation onwards and an attested copy of recent passport size photograph pasted onto the application form, proof of experience and detailed bio-data.
5. No TA/DA will be paid for attending the interview.

6. **Candidates working in Central / State Government organization/ Public Sector Undertakings must apply through proper channel with No Objection Certificate.**
7. Candidates meeting the essential qualification(s) and criteria shall be called for the interview.
8. Concealing of facts or canvassing in any form shall lead to disqualification or termination of such candidates.
9. Selected candidate will not be entitled to reimbursement of medical expenses, tuition fees /children education allowance / leave travel facility etc. They shall be required to join duty at their own cost and are not entitled for any Transfer Allowance on termination of their contract. **However, in case they are required to go on tours, they will be entitled to the Travelling Allowance (TA) / DA (Daily Allowance) as permissible to an Assistant Director level officer in NCA.**
10. Leave terms during the contract shall be regulated in terms of Department of Personnel & Training's O.M. No. 12016/3/84-Estt.(L) dated 12.04.1985 read with O.M.'s No. 12016/1/90- Estt(L) dated 5.7.1990 and No. 12016/2/99-Estt.(L) dated 12.7.1999 and amended from time to time. The contract employees shall be entitled for Casual Leave of 8 (eight) days in a year.
11. **The selected candidate shall not normally be eligible for allotment of staff quarter of NCA. However, in case any quarter is vacant, he/she may be allotted a quarter as permissible to an Assistant Director level officer in NCA in exchange of a nominal license fee as applicable. In such a case House Rent Allowance shall not be paid to the candidate.**
12. Selected candidate will have to join at the earliest.
13. On acceptance of offer of appointment on contract, the employee will be required to enter into an agreement with the NCA as per the proforma at the time of giving joining report.
14. The Authority reserves the right to accept/reject any application without assigning any reason thereof.
15. All other Terms & Conditions shall be applicable as per the DoPT norms and also of the Authority.
16. Duly filled-in Application Form in the given proforma along with copies of all certificates and desired documents may be sent to **Dy. Director (Admn), Narmada Control Authority, Narmada Sadan, Sector-B, Scheme No.74, Vijay Nagar, Indore – 452010** within 45 days from the date of publication of this advertisement in Employment News.

**A copy of only the application form should also be sent to : Dy. Director (Civil), Environment & Rehabilitation wing, Narmada Control Authority, Narmada Sadan, Sector-B, Scheme No.74, Vijay Nagar, Indore – 452010.**

Applications received after due date or without copies of certificate or otherwise incomplete shall not be considered.

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**Application Form**  
**For the Post of Project Coordinator in E&R Wing of NCA**

Passport  
size  
photograph

1.	Full Name (In Block letters) Specify: Ms /Miss/Mrs/Mr/Dr	
2.	Mother's Name	
3.	Father's name	
4.	Date of Birth (DD/MM/YY)	
5.	Age as on last date (i.e. 45 days from the date of advt. in Employment News) (.....Year...Month...Day...)	
6.	Permanent Address with pin code	
7.	Correspondence Address with pin code	
8.	<ul style="list-style-type: none"> <li>• Primary Mobile No.</li> <li>• Whatsapp number</li> <li>• Alternate Contact No.</li> </ul>	
9.	Email id:	
10.	Gender (M/F)	
11.	Marital Status:	
12.	Whether belong to SC/ST/OBC (Attach proof)	
13.	Physical disability if any (specify and attach certificate)	

14. Details of Educational Qualification from 10<sup>th</sup> onwards (Attach attested copies of certificate).

Class/ Degree	Board/University address	Year of Passing	Max. Marks	Marks Obtained	Percentage/ CGPA


15. Details of work Experience. *If necessary separate sheet may be attached.*

S. No.	Position held	Employer	Period (dd/mm/yy)		Total experience
			From	To	

16	Whether GATE/NET qualified. If yes, specify subject and score	
17	Doctorate/Ph.D (Y/N) If yes, mention topic and year. Applicable also for those pursuing Ph.D.	
18	Project/Thesis submitted during Post Graduation (for non – Ph.D. candidates only)	
19	Computer skills (write in brief)	
20	Working knowledge of Remote Sensing and GIS (write in brief)	
21	Any work experience in River Valley, Hydropower or irrigation Projects (write in brief)	
22	Experience of working in multi-cultural environment (write in brief)	
23	Experience in Impact Assessment, Monitoring and Evaluation of developmental projects (write in brief)	

24	Details of publications (only published research papers with proof)	
25	Languages known (written and oral)	
26	Job responsibilities and scope of work in the current Organisation/ Institution.	
27	Extra-curricular Activities	
28	Awards/Recognitions/Achievements: -	
29	Write in 350 words why you are suitable for this post (Attach separate sheet)	
30	Detailed CV (Attach separately)	
31	Name and Contact details (address, contact numbers and mail id) of two referees. (from University/ work place)	
32	Additional information, if any	
33	No Objection Certificate from present - employer (Attach separately)	

*N.B: If necessary, you may attach separate sheets to fill the above information.*

#### **34. Self-declaration regarding truthfulness in application**

### **DECLARATION**

I ..... hereby declare that all statements made in the application are true/correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment may be cancelled without any notice.

Date :

Place :

**Signature**  
(Full name of the candidate)