

**GOVT. INDUSTRIAL TRAINING INSTITUTE FOR WOMEN,  
SECTOR-11-C, CHANDIGARH: PHONE NO. 2740250**

**DRAFT OF PUBLIC APPOINTMENTS NOTICE**

**WRITTEN TEST**

Required contractual faculty for the following posts of Instructors on contract basis at fixed monthly contractual amount at Govt. Industrial Training Institute for Women, Sector-11-C, Chandigarh valid for a period of six months or till the posts are filled up on regular basis whichever is earlier:-

| Particulars of the Contractual Instructors' Posts              | Fixed Monthly Contractual Amount |
|--|----------------------------------|
| One Instructor (Finance Executive) (reserved for OBC Category) | Rs.39,500/-                      |
| One Instructor (Dress Making) (reserved for SC Category)       | Rs.39,500/-                      |
| Computer Instructor  | Rs.39,500/-                      |
| One Instructor (Stenographer and Secretarial Assistant-Hindi)  | Rs.39,500/-                      |

Qualifications, Experience, criteria for written test and other other detailed information for the above contractual posts alongwith Application Format can be downloaded from the website of Department of Technical Education, U.T.,Chandigarh i.e [www.chdtechnicaleducation.gov.in](http://www.chdtechnicaleducation.gov.in).

AGE: 35 years as on 01.01.2016. Relaxable for reserve categories as per Govt. Rules/instructions.

Desirous candidates must report for Registration with their testimonials, and their self-attested copies with latest passport size photograph and complete bio-data, etc. on the prescribed format in the office of the Principal, Govt. Industrial Training Institute for Women, Sector-11C, Chandigarh on 26.07.2016 from 9.00 A.M. to 11.00 A.M. and then, registered candidates will appear for Written Test on the same day at 11.00 A.M. sharp at the Institute premises. The candidates reporting after 11.00 A.M. will not be registered for Written Test. The list of successful eligible candidates on the basis of the Written Test will be displayed on the aforesaid Website on 29.07.2016 at 03.00 P.M.

NOTE: THE CANDIDATES, WHO HAD APPLIED EARLIER FOR THE ABOVE POSTS, ARE REQUIRED TO APPLY AFRESH FOR THE SAME.

Sd/-  
PRINCIPAL

| SELECTION CRITERIA  |  |             |
|---|--|-------------|
| <b>INSTRUCTOR (FINANCE EXECUTIVE) (RESERVED FOR OBC CATEGORY),<br/>COMPUTER INSTRUCTOR, INSTRUCTOR (DRESS MAKING) (RESERVED FOR<br/>SC) &amp; INSTRUCTOR (STENOGRAPHER &amp; SECRETARIAL ASSISTANT (HINDI)<br/>ON CONTRACT BASIS.</b> |  |             |
| WRITTEN TEST  |  | TOTAL MARKS |
| Written Test- As per Trade<br>Syllabus designed by<br>National Council for<br>Vocational Training, New<br>Delhi (NCVT), where<br>applicable.  | Written Test-As per Crafts<br>Instructors Training Scheme<br>Syllabus (CITS) by National<br>Council for Vocational<br>Training, where applicable |             |
| 60  | 40   | 100         |

**\*FOR CANDIDATES APPEARING IN THE WRITTEN TEST FOR THE POST OF  
INSTRUCTOR (STENOGRAPHER & SECRETARIAL ASSISTANT (HINDI) ON  
CONTRACT BASIS.**

The candidates desirous of appearing in Written Test for the post of Instructor Stenographer & Secretarial Assistant (Hindi) will also have to additionally appear in the separate compulsory Stenography Test (Hindi) at a speed of 120 Words per minute to be transcribed at a speed of 30 words per minute on computers. Mistakes up to 5% will be allowed to qualify the Stenography Test.

**OFFICE OF THE PRINCIPAL,  
GOVT. INDUSTRIAL TRAINING INSTITUTE FOR WOMEN, SECTOR-11-C, CHANDIGARH.**

**QUALIFICATIONS AND EXPERIENCE**

| <b>Particulars</b>  | <b>Salary Per Month</b> | <b>Essential Qualification/Experience</b>  | <b>Desirable</b>  |
|---|-------------------------|--|---|
| One Instructor (Finance Executive) on contract basis (reserved for OBC)         | Rs. 39,500/-            | Post Graduate/Graduate in relevant areas.<br><br>Smart, presentable and having good communication skills.<br>A minimum of 12 months experience in delivering similar or allied courses or 6 months of work experience in the relevant field.   | Preference will be given to National Craft Instructor's Certificate under Modular Pattern of Crafts Instructor Training Scheme (CITS) |
| One Instructor (Dress Making) on contract basis (reserved for SC)               | Rs. 39,500/-            | i. Diploma in Dress Making/Garment Fabricating Technology/Costume Designing from AICTE with two years Experience in the relevant field.<br>OR<br>ii. Degree in Fashion & Apparel Technology with one year Experience in the relevant field.  |   |
| One Computer Instructor on contract basis.                                      | Rs. 39,500/-            | Graduate in Engineering <b>or</b> Graduate in Computer Science with at least one year experience <b>or</b> Diploma in Computer Engineering with 2 years' experience <b>or</b> NTC/NAC in COPA with 3 years' experience. The experience should be in a reputed Industrial concern or in Training Institute. |   |
| One Instructor (Stenographer & Secretarial Assistant (Hindi) on contract basis. | Rs. 39,500/-            | "NTC/NAC in the trade with three years' experience in the relevant field.  | Preference will be given to a Candidate with Craft Instructor Certificate (CIC).  |

\*Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.

Sd./-  
Principal, GITIW, Sec-11-C,  
Chandigarh

