

## **Guidelines for applicants for the post of Programme Manager**

### **Job Description**

Programme Manager manages the learning and development activities of ASAP in Schools and Colleges. Programme Manager will be responsible for the implementation of training for the enrolled students in selected institutions. He/She will plan, schedule all training programmes offered under ASAP. The appointment on contract basis shall be made initially for a period of 1 year, which will be renewable for successive terms as per the requirements of the project.

### **Responsibilities**

His/her jobs includes; but not limited to;

- Schedule and implement Skill Development programmes in schools and Colleges
- Co-ordinate efforts to ensure the full utilization of training facilities, processes, resources and equipment
- Enroll students for ASAP courses with the support of ASAP co-ordinators
- Develop Partnership with Industries
- Co-ordinate with Skill Training Providers to administer training programmes
- Facilitate students internship and Placements
- Resolve and respond to training issues and queries from various stakeholders including students, parents etc.
- Continuously seek and support new approaches, practices and processes to improve the training programmes offered.

### **Job Requirements**

- Candidates who have completed a full time Post-Graduation Programme in MBA/ MSW or Graduates who have attained a full-time professional Degree, having duration not less than 4 years
- A team player with strong managerial , analytical and networking skills and excellent communication skill.
- Should be pro-active ,self-motivated and self-directed

### **General Details**

1. The position is open for both Government Employees and Open candidates. The Government employees will be on deputation for which they have to submit the NOC from the parent department if selected.
2. Age Limit : 35 years as on June 1,2016
3. Selection will be based on online test, case study presentation and Interview

4. The online link will be opened for submission of PM Application till **10<sup>th</sup> July 2016** , 5.00 pm .
5. The examination fee will be Rs 400/- in the form of Demand Draft (in favour of Additional Skill Acquisition Programme payable at Thiruvananthapuram) should reach the below mentioned address before **12<sup>th</sup> July 2016**. The envelope containing the DD shall be superscribed with “APPLICATION FOR PM RECRUITMENT” on the top of envelope. On the reverse side of DD, Please write “PM RECRUITMENT “ Name, Address and email id of the applicant for identification.

Address for sending DD

**Additional Secretary, Additional Skill Acquisition Programme, 3rd Floor, TransTower, Vazhuthacaud, Trivandrum-695014, Kerala**

6. Government Employees need not pay the Application Fee of Rs 400. They may attach a certificate of employment furnished by the controlling officer mentioning the post and office.
7. No TA /DA will be paid for attending the any of the selection procedures.
8. If you have any queries, please mail to [hr@asapkerala.gov.in](mailto:hr@asapkerala.gov.in) \_

**Consolidated Monthly Salary :**

Rs. 25000 PM + Travel allowance of minimum of Rs 2500/- + communication allowance of Rs 2000/-