

Paschim Banga Society for Skill Development (PBSSD)

Department of Technical Education, Training & Skill Development

Government of West Bengal

Memo No. : PBSSD-33/2/2021/3282

Date: 15/02/2021

Advertisement for engagement of the posts of Retainer Consultants

Applications are invited from the residents of west Bengal for engagement to the posts of Retainer Consultants (5 Nos.) as per Retainer Consultant & YP Hiring policy of PBSSD for implementation of skill interventions under SANKALP Project in West Bengal. **All posts are purely contractual in nature for duration of one year only, which may be renewed basis requirement and performance.** The applicant should not be more than 45 years of age and less than 25 years of age as on 01.01.2021.

Selection Process:

PBSSD will scrutinize the applications based on their relevant experience and will call the shortlisted candidates for an interview. The candidate(s) will be selected by an interview taken by Consultant Selection Committee, PBSSD in order of merit.

Application:

The applicants should apply in the online mode only through the web portal www.pbssd.gov.in. Shortlisted candidates who will be called for the interview must submit photocopies of all testimonials of educational qualification, age proof certificate & experience certificate etc. duly signed by the candidate to the interview panel. If the said documents are not submitted or are found to be not in order, the candidature shall stand cancelled.

SL. No.	Designation	Vacancy	Remuneration/ month	Activities	Qualification
1.	Expert – Assessment (Senior)	1 (ONE)	INR 75,000/- to 1,00,000/- P.M. Category 'B'	<ul style="list-style-type: none">To develop question banks in coordination with trainers, master trainers & SMEs.To create a cadre of qualified assessors from WBSCTVESD.To schedule assessments for PBSSD and other directorates as and when needed.Maintain proper MIS of assessment in coordination of council and officials.To ensure allocation of assessors in defined time frame and follow-ups as per the defined guidelines.	PG: M.Tech./MBA/MCA/MSW with 55% A minimum of 10 years of teaching in (professional/ vocational/ skill domain) / industry experience or experience in research at the University/ National Level Institutions and/ or research/ policy papers. Professional should have experience in any of the sectors viz. automobile, agriculture, apparel & textile, IT&ITES, healthcare, banking & finance, retail, hospitality, electrical & electronics, construction, transport and logistics.

				<ul style="list-style-type: none"> To Coordinate with DPMU for their required presence at the time of assessment. To ensure timely compliance of assessments requisitions and certification. Apart from the summative assessment, designing and conducting continuous internal assessments in the form of quizzes, assignment and tests should be make a part of course curriculum in training centres. Any other related tasks assigned by the competent authorities. 	<p>Knowledge of Bengali/ Hindi upto metric. IT Skills are mandatory.</p> <p>Should have in - depth knowledge of National Occupational Standards & Qualification Packs.</p>
2.	Expert – Assessment (Junior)	1 (ONE)	<p>INR 40,000/- to 75,000/- P.M.</p> <p>Category ‘C’*</p>	<ul style="list-style-type: none"> To assist Sr. Expert Assessment. Developing question banks in coordination with trainers, master trainers & SMEs. To schedule assessments for PBSSD and other directorates as and when needed. Maintain proper MIS of assessment in coordination of WBSCTVESD and officials. To ensure allocation of assessors in defined time frame and follow-ups as per the defined guidelines. To coordinate with DPMU for their required presence at 	<p>PG: M.Tech./MBA/MCA/MSW with 55%</p> <p>A minimum of 5 years of teaching in (professional/ vocational/ skill domain) / industry experience or experience in research at the University/ National Level Institutions and/ or research/ policy papers.</p> <p>Professional should have experience in any of the sectors viz. automobile, agriculture, apparel & textile, IT&ITES, healthcare, banking & finance, retail, hospitality, electrical & electronics, construction, transport and logistics.</p> <p>Knowledge of Bengali/ Hindi upto metric. IT Skills are mandatory.</p>

				<p>the time of assessment.</p> <ul style="list-style-type: none"> • To ensure timely compliance of assessments requisitions and certification. • Apart from the summative assessment, designing and conducting continuous internal assessments in the form of quizzes, assignment and tests should be make a part of course curriculum in training centres. • Any other related tasks assigned by the competent authorities. 	Should have in – depth knowledge of National Occupational Standards & Qualification Packs.
3.	Expert – Operations, Technology & Content	1 (ONE)	INR 75,000/- to 1,00,000/- P.M. Category 'B'*	<ul style="list-style-type: none"> • Creating a cadre of qualified assessors from the state. Day to day work in council. • Assisting the concerned departments, directorates and PBSSD in finalization of courses & their syllabi. Alignment of courses and curriculum with National Skills Qualification Framework (NSQF) work and QP – NOS by qualification owners. • Support to willing directorates by ways of evaluation, standardization and certification of ongoing courses in various directorates and departments. • Assisting the WBSCTVESD in 	<p>PG: MBA/ MSW with 55%</p> <p>Total 5 years of experience of working in at least 4 large projects in 2 diverse sectors</p> <p>At least 3 years in providing skill based training or managing skill based training programs in at least 2 sectors</p>

				<p>empanelment of certification agencies as per the approved RFP to be engaged by the various directorates/ departments for their training programs.</p> <ul style="list-style-type: none"> • Developing templates for district, department wise and state skill development plans and training of district teams in preparing the plans. • Regularly following up with the various district/ directorate/ department to ensure that the Skill Development Plans are followed and the targets for training are met. • Developing assessment & council monitoring system for the council activities at various directorates/ department and district levels. • Any other related tasks assigned by the competent authorities. 	
4.	Expert – Skill Gap, Convergence & Training Need Analysis	1 (ONE)	INR 75,000/- to 1,00,000/- P.M. Category 'B'*	<ul style="list-style-type: none"> • Day to day operational task of Council. • Examine the existing skill gap study and carry out a demand assessment. • The skill gap report will be used for mid – term review of skilling targets and the final approved skilling number from 	<p>PG: MBA/ MSW with 55%</p> <p>Total work experience 10 years</p> <p>Experience of conducting skill gap analysis with wider stakeholders consultation and ecosystem</p> <p>Experience of carrying out at least 2 Training Need</p>

				<p>this phase will be used for the execution at the directorates/ department/ district level.</p> <ul style="list-style-type: none"> • Handling convergence operations with other departments. 	<p>Analysis. Experience of atleast 2 projects of Skill Gap Analysis</p>
5.	Expert Social Mobilization and Communication	1 (ONE)	INR 75,000/- to 1,00,000/- P.M. Category 'B'*	<ul style="list-style-type: none"> • Developing effective mobilization and counselling strategies for project beneficiaries for beneficiaries of ITI, Polytechnic, Utkarsh Bangla and other skilling schemes • Strategy for candidate's participation in Job Fairs • Support in designing counselling methodologies for the candidates and parents of the candidate regarding the trainings • Preparing modules for counselling including adoption of good practices for the scientific counselling • Support for organizing the mobilization camps at all the levels in a systematic manner like logistics, communications, materials and effective organizing of the Mobilization camps at district/ block as well as State Level • Facilitate mobilization and counselling of Persons with Disabilities for skill 	<p>PG: MBA/MSW with 55%</p> <p>Minimum 10 years' experience required working with the development sector</p> <p>Experience in relevant fields like counselling/ social mobilization activities in skill development programs</p>

				training as per pre-identified Industry requirements	
6.	Expert – Industry Engagement Coordinator	2 (TWO)	INR 75,000/- to 1,00,000/- P.M. Category 'B'*	<ul style="list-style-type: none"> • Liaison with industry at local, domestic and international level • Industry requirement gathering and analysis • Channelize industry requirements to state skill training ecosystem • Coordinate quality monitoring of candidate training basis industry specified standards • Facilitate in organizing Industry consultations, CXO meets, Industry connects / Industry Roadshows, Job fairs, Workshops etc. • Facilitating of placement and OJT of PIA trainees • Build a robust alumni network • Support SME in set up of CoEs, Flexi MoUs and implementation of RTD models 	<p>PG: M.Tech./MCA/MBA/MSW with 55%</p> <p>Should have minimum 7 years of experience in the field of Placements, Industry Linkages, Recruitment, and HR supporting system</p> <p>Experience of at least 5 years in skill development sector</p>

The online link for applications in the web portal www.pbssd.gov.in will become functional on 18/02/2021 (DAY) at 10:00 A.M. up to 5:00 pm on 17/03/2021 (DAY).

According to the merit a panel list of candidates will be prepared against each of the post. Appointments will be done based on the existing vacancies notified. The panel will remain valid for one year from the date of publication of the same. Interim vacancies, as and when occur against each of the post would be filled up from the residual merit list.

The date and mode of interview for shortlisted candidates will be notified in the website www.pbssd.gov.in.

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Project Director, PBSSD and
Additional Secretary, TETSD