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**RECRUITMENT OF COORDINATOR - PROGRAMMES & CURRICULUM,
PARTNERSHIPS & BUSINESS DEVELOPMENT MANAGER, TRAINING &
PLACEMENT COORDINATOR, ASSISTANT REGISTRAR AND PROJECT
MANAGER CSR**

Advertisement No.: ILD/2017/01

Institute of Leadership Development (ILD) invites applications from Indian citizens, for recruitment to the posts of Coordinator- Programmes & Curriculum, Partnerships & Business Development Manager, Training & Placement Coordinator, Assistant Registrar and Project Manager CSR to be absorbed in Rajasthan ILD Skill University (RSU).

I. The specifications of the posts are given as below:

Sl. No.	Designation/ Post	No. of vacancies	Post- qualification Experience Required	Key Objective and Responsibility
1	Coordinator - Programmes and Curriculum	01 (UR)	Should have at least 3 years' of post qualification experience in State/Central University/ Affiliated Colleges in teaching and developing programmes, organizing seminars, trainings and conference along with research and planning curriculum.	The incumbent will coordinate and conduct the programmes of the Skills University and develop the curriculum for such programmes as per the requirements of the verticals identified. Also, interact with practitioners as well as academic experts to design and implement the specific curriculum in conjunction with University faculty.
2	Partnerships and Business Development Manager	01 (UR)	Should have at least 3 years' post qualification experience in State/Central University/ Affiliated Colleges in combination of marketing, sales, fund raising and liasioning. Should be well versed in expanding business and relationship building with new and existing partners. Familiarity with market research and training with understanding of vocational training will be desirable.	The incumbent will develop the business potential in various verticals in which the University will impart skill development and training, will market the University and its offerings to industry, trade bodies, multilateral agencies, international organisations, academic institutions for tie ups and Corporates in both public as well as private sector for raising CSR and other sources of funds
3	Training and Placement Coordinator	01 (UR)	Should have at least 3 years' post qualification experience in State/Central University/ Affiliated Colleges in training and placement activities, liaisoning with industry for placement of students, coordination of Industry-Institute Interaction for organizing lectures from industry professionals, organizing training programmes using institutional and external expertise.	The incumbent will integrate skill development and training capabilities of the university's clients, partners and trainees with the employment needs of industry and other potential employers who provide placement opportunities to the University's students. He/she would be required to extensively market the trained students of the university to prospective employers both for short term and long term placements.

Sl. No.	Designation/ Post	No. of vacancies	Post- qualification Experience Required	Key Objective and Responsibility
4	Assistant Registrar	01 (UR)	Should have at least 3 years' post qualification experience in State/Central University/ Affiliated Colleges handling Academic/ trainings / Placement / Research/ Administrative matters.	The incumbent will assist and work with the Registrar of the University in managing, planning and administration of the University to coordinate and develop the programmes, curriculum, training, placement, partnerships of the University, in conjunction with the other three functionaries above. Such administrative and operational work may be assigned to him as is required from time to time to establish and run the day to day operations of the University
5	Project Manager CSR	01 (UR)	Should have at least 3 years' post qualification experience in NGO/Corporate Sector/ Government in CSR and allied areas	The incumbent will work towards Management and delivery of the CSR programme, including planning, implementation, monitoring and evaluation, administration and communication. Will assist ILD/RISU in developing, managing and altering social responsibility policies. Will use internal communication to reinforce the ILD/RISU's social responsibility policies. Reach out to the public via PR and marketing to deliver the message of the ILD/RISU's commitment to skilling as social responsibility and will work on ILD/RISU's branding strategies

Note: UR- Un-reserved

II. Qualifications, Age and Pay Scale for all the above positions

- i. **Qualification**-Graduate with minimum 60% aggregate marks and Post Graduate in Business Management or Marketing or Planning and Administration
- ii. **Age**- 28- 35 years
- iii. **Pay Scale**- UGC Pay-scales at the level of Assistant Professor/ Assistant Registrar.

III. Relaxations / Concessions :

1. Relaxations for SC/ST/ OBC (NCL-Non Creamy Layer)/ PwD/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines.
2. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim. In addition, the OBC-NCL candidates will be required to submit a valid caste certificate in the revised format applicable for the purpose of reservation in appointment to posts under Government of India / Central Government/ Public Sector Undertaking as contained in DoPT OM NO. 36036/2/2013-Esstt (Res.) dated May 30, 2014 from a Competent Authority. The revised format can also be downloaded from our website www.ildindia.org and www.ifcilt.com . Further, the OBC-NCL candidates will have to submit an undertaking at the time of Personal Interview, if called for, indicating that they belong to OBC-Non Creamy Layer.
3. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR).
4. Persons with Disability (PwD) will be person with 40% or more disabilities as prescribed under Government of India guidelines.
5. If the SC/ST/OBC/PwD certificate has been issued in a language other than English / Hindi, then the candidates will be required to submit a self certified translated copy of the same in either English or Hindi.
6. Maximum age limit is relaxable by 5 years for SC & ST categories, 3 years for OBC-NCL category, 5 years for 'PwD from UR category', 8 years for 'PwD from OBC-NCL category' and 10 years for 'PwD from SC/ST category', as

applicable.

7. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
8. Age relaxation by 5 years for Ex-Servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years military service and fulfilment of other conditions prescribed by Govt. of India.

IV. General Conditions:

1. Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/professional qualifications from a recognized and approved institution in India by AICTE / UGC / appropriate statutory authority.
2. a) Employees working in Central or State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs/PSUs/PSEs may submit an advance copy of application without the documents mentioned below. In case the applicant is shortlisted for interview, following information about the applicant from the current employer should reach at the address given below prior to the interview:
 - i. No Objection Certificate (NOC) from the current employer stating that <Company Name> has no objection in his/her applying for the post of <Name of Post applied for> in ILD and if selected for an appointment to the post applied for by him/her, will be allowed to join his/her new assignment.
 - ii. Five (05) years Performance Appraisal Ratings / Confidential Reports.
 - iii. Certificate that the applicant is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her.
 - iv. Certificate of Integrity stating that "The Integrity of <Applicant Name> is beyond doubt".
 - v. The address where the documents should be dispatched is given below:

Mr. Samik Dasgupta
Executive Director
Institute of Leadership Development
8th Floor, IFCI Tower
61 Nehru Place
New Delhi 110019

b) In case of applicants working in a Private Sector Organisation (other than covered under para 3(a) above), self-attested copies of last five (05) years Performance Appraisal Ratings / Confidential Reports and an Integrity Certificate from the current employer should reach at the address mentioned in point 3(a(v)) on or before the date of interview.

3. Incomplete applications will be summarily rejected.
4. All Computations of age / minimum experience requirement / qualification shall be done considering **March 31, 2017** as the cut-off date. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
5. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview / considered for selection process. ILD at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
6. The total number of projected vacancies indicated in this advertisement may increase / decrease / be cancelled at the discretion of ILD, if need so arises, without any further notice and without assigning any reason thereof.
7. The candidates belonging to SC or ST category, as the case may be called for interview will be eligible for reimbursement of Travelling Allowance .The reimbursement will be given for onward journey for distances beyond 30 KM (one-way) by the shortest route by Second Class Rail or by bus (ordinary) and for return journey (beyond 30 KM) from his home-town to the place of interview and back. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified and no to & fro fare will be paid by ILD.

8. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
9. E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.
10. ILD reserves the right to restrict the number of shortlisted candidates for interview on the basis of qualifications and experience higher than the minimum prescribed.
11. Canvassing in any form will disqualify candidate(s).
12. ILD reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
13. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application in response thereto can be instituted only in Jaipur and courts/tribunals/forums in Jaipur only shall have sole and exclusive jurisdiction to try any such cause/dispute.
14. ILD will not be responsible for any loss of application/ communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by ILD . No request in this regard will be entertained. Further, any e-mail communication made by ILD at the furnished email id will be considered as valid communication, even in case the same communication has not been sent/delivered by post physically.
15. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
16. Applications which are without **SELF-ATTESTED COPIES** of all testimonials will be summarily rejected.
17. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying. Candidates seeking relaxation/benefits available to SC/ST/OBC/PwD must ensure that they are entitled to such relaxation/benefits as per Rules.
18. In case of any query/help required, the candidate may address the query to info@ildindia.org .

III. How to apply:

Candidates fulfilling the above eligibility criteria may send their detailed application clearly mentioning the post applied for in the covering letter along with detailed Bio-data/ Resume alongwith a recent coloured passport sized photograph at the address mentioned below-

Mr. Samik Dasgupta
Executive Director
Institute of Leadership Development
8th Floor, IFCI Tower
61 Nehru Place
New Delhi 110019

Note: Last date of submission of Application: April 28, 2017.

Place: New Delhi
Date: April 12, 2017

Sd/-
Samik Dasgupta
Executive Director, ILD