

Advertisement – 01/2016

MAHARASHTRA STATE SKILL DEVELOPMENT SOCIETY (MSSDS), a nodal agency for planning, execution and monitoring of skill development initiative in the state of Maharashtra inviting applications for filling up the following posts purely on contractual basis for a period of 11 month at its Headquarters located in Mumbai.

1. Details of Posts & Reservation:

Sr. No	Name of Contractual Post	No. of Contractual Post	Payment (Consolidated)
1	Skill Mission Officer 1	4	INR 75,000/-
2	Skill Mission Officer 2	2	INR 60,000/-
3	Skill Mission Officer 3	2	INR 50,000/-
4	Office Assistant	3	INR 20000/-

Note:

- a) The above number of vacancies are provisional and may vary according to actual requirement of the society, subject to the availability of suitable candidates.
- b) There are no vertical and horizontal reservations.
- c) The age of a candidate will be calculated on the last date of submission of application.

2. Eligibility Criteria and other details:

Name of the Post	Skill Mission Officer-1
Required Qualification	Essential: <ol style="list-style-type: none">i. Graduate from any stream (or equivalent) with MBA (or equivalent) from a reputed Institution.ii. A minimum 5 years of experience in Project Management or Skill Development planning and implementation in any sector.iii. Having proven experience of planning & executing mission mode projects on strategy formulation, creation & implementation of the action plans. Team management & multi-tasking abilities are essential.iv. Ability to successfully liaise with several departments / institutes / bodies, industry partners & associations & should possess strong network & connections within Government & Non-government sector.v. Age \leq 45 years on the last date of receiving application. There will be one year age relaxation for the candidates who are already working in the Society. Desirable: <ol style="list-style-type: none">i. Sector Specific work experience, as identified by the Govt. of Maharashtraii. Experience in driving a Mission Mode Project successfullyiii. Knowledge of the various Govt. policies, Government funding

	practices& schemes with respect to skill development in Maharashtra is preferable
Consolidated Salary / month	Rs. 75,000/- Consolidated
Roles & Responsibility	<ul style="list-style-type: none"> a. Formulate a strategic plan& pathway aligned with the guidelines provided by the Mission Coordinator b. Develops and drives a detailed mission schedule which includes administrative tasks and all KRAs involved within the mission c. Responsible for coordinating various mission activities, liaising with various stakeholders to drive the skill development initiative forward d. Responsible for task allocation, handling & coordinating assignments e. Ensure effective implementation of the skill development initiative programs within the allocated region f. Continued tracking of the progress of the implemented programs, issue handling & providing guidance to the stakeholders as & when needed g. Build & maintain strong public private partnership to strengthen the skill development initiative h. Updating skill development related information & other details on the Maharashtra State Skill Development Initiative website & its optimal utilization as the common knowledge exchange platform amongst various stakeholders of the skill development initiative i. Involve in exploration of novel methods & techniques for collaborating of various departmental / ministry schemes with skill development programs for the allocated region / sector / sectors j. Oversee & monitor tracking of the beneficiaries of the skill development programs k. Presenting periodic reports on skill gap & manpower analysis & on the implementation of the various programs to MSSDS l. To drive the skill development initiative in the allocated region / sector / sectors in a mission mode & resulted oriented manner m. Any other work assigned from time to time by higher authorities
Name of the Post	Skill Mission Officer-2
Required Qualification	Essential: <ul style="list-style-type: none"> i. Graduate from any stream (or equivalent) with MBA (or equivalent) from a reputed Institution. ii. A minimum 3 years of experience in Project Management or Skill Development planning and implementation in any sector. iii. Having proven experience of planning & executing mission mode projects on strategy formulation, creation & implementation of the action plans. Team management & multi-tasking abilities are essential. iv. Ability to successfully liaise with several departments / institutes / bodies, industry partners & associations & should possess strong network & connections within Government & Non-government sector.

	<p>vi. Age \leq 45 years on the last date of receiving application. There will be one year age relaxation for the candidates who are already working in the Society.</p> <p>Desirable:</p> <p>iv. Sector Specific work experience, as identified by the Govt. of Maharashtra</p> <p>v. Experience in driving a Mission Mode Project successfully</p> <p>vi. Knowledge of the various Govt. policies, Government funding practices & schemes with respect to skill development in Maharashtra is preferable</p>
Consolidated Salary / month	Rs. 60,000/- Consolidated
Roles & Responsibility	<p>a. Formulate a strategic plan & pathway aligned with the guidelines provided by the Mission Coordinator</p> <p>b. Develops and drives a detailed mission schedule which includes administrative tasks and all KRAs involved within the mission</p> <p>c. Responsible for coordinating various mission activities, liaising with various stakeholders to drive the skill development initiative forward</p> <p>d. Responsible for task allocation, handling & coordinating assignments</p> <p>e. Ensure effective implementation of the skill development initiative programs within the allocated region</p> <p>f. Continued tracking of the progress of the implemented programs, issue handling & providing guidance to the stakeholders as & when needed</p> <p>g. Build & maintain strong public private partnership to strengthen the skill development initiative</p> <p>h. Updating skill development related information & other details on the Maharashtra State Skill Development Initiative website & its optimal utilization as the common knowledge exchange platform amongst various stakeholders of the skill development initiative</p> <p>i. Involve in exploration of novel methods & techniques for collaborating of various departmental / ministry schemes with skill development programs for the allocated region / sector / sectors</p> <p>j. Oversee & monitor tracking of the beneficiaries of the skill development programs</p> <p>k. Presenting periodic reports on skill gap & manpower analysis & on the implementation of the various programs to MSSDS</p> <p>l. To drive the skill development initiative in the allocated region / sector / sectors in a mission mode & result oriented manner</p> <p>m. Any other work assigned from time to time by higher authorities.</p>
Name of the Post	Skill Mission Officer-3
Required Qualification	<p>Essential:</p> <p>i. Graduate from any stream (or equivalent) with MBA (or equivalent) from a reputed Institution.</p>

	<ul style="list-style-type: none"> ii. A minimum 2 years of experience in Project Management or Skill Development planning and implementation in any sector. iii. Having proven experience of planning & executing mission mode projects on strategy formulation, creation & implementation of the action plans. Team management & multi-tasking abilities are essential. iv. Ability to successfully liaise with several departments / institutes / bodies, industry partners & associations & should possess strong network & connections within Government & Non-government sector. vii. Age \leq 45 years on the last date of receiving application. There will be one year age relaxation for the candidates who are already working in the Society. <p>Desirable:</p> <ul style="list-style-type: none"> vii. Sector Specific work experience, as identified by the Govt. of Maharashtra viii. Experience in driving a Mission Mode Project successfully ix. Knowledge of the various Govt. policies, Government funding practices & schemes with respect to skill development in Maharashtra is preferable
Consolidated Salary / month	Rs. 50,000/- Consolidated
Roles & Responsibility	<ul style="list-style-type: none"> a. Formulate a strategic plan & pathway aligned with the guidelines provided by the Mission Coordinator b. Develops and drives a detailed mission schedule which includes administrative tasks and all KRAs involved within the mission c. Responsible for coordinating various mission activities, liaising with various stakeholders to drive the skill development initiative forward d. Responsible for task allocation, handling & coordinating assignments e. Ensure effective implementation of the skill development initiative programs within the allocated region f. Continued tracking of the progress of the implemented programs, issue handling & providing guidance to the stakeholders as & when needed g. Build & maintain strong public private partnership to strengthen the skill development initiative h. Updating skill development related information & other details on the Maharashtra State Skill Development Initiative website & its optimal utilization as the common knowledge exchange platform amongst various stakeholders of the skill development initiative i. Involve in exploration of novel methods & techniques for collaborating of various departmental / ministry schemes with skill development programs for the allocated region / sector / sectors j. Oversee & monitor tracking of the beneficiaries of the skill development programs k. Presenting periodic reports on skill gap & manpower analysis & on

	<p>the implementation of the various programs to MSSDS</p> <p>l. To drive the skill development initiative in the allocated region / sector / sectors in a mission mode & resulted oriented manner</p> <p>m. Any other work assigned from time to time by higher authorities</p>
Name of the Post	Office Assistant
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> Graduate with at least Second class (or equivalent) in any discipline of Arts/Commerce/science from a reputed Institute. Working experience of a minimum of 1 year. English Typing having 40 words per minute and Marathi typing 30 words per minute. Awareness of Computer Handling Is compulsory. Age < 40 years on the last date of receiving application. There will be one year age relaxation for the candidates who are already working in the Society. <p>Desirable:</p> <ol style="list-style-type: none"> PG Degree in Science/Arts, preceded by a consistently good academic record. Familiarity with administrative practice, financial matter/human resource management statutory functions and academic activities at society .
Consolidated Salary / month	Rs. 20,000/- Consolidated
Roles & Responsibility	<ol style="list-style-type: none"> Responsible for overall filling of the documents, record maintenance, data management & other related activities. To collect the relevant material required for talking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy. To prepare routine latters/receipts for approval where noting is not required issue reminders. To maintain daily work sheep and to submit weekly arrears report to the Section Officer's and/ or assistant section officers. Preparation monthly arrears report and submission. Officers and/or the Section officers for perusal and guidance/instructions. To submit dak to the Section Officer/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/document etc. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminder are required to be sent. To send relevant extract or any part of a receipt through Section Officer/Assistant, Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action. Any other work assigned from time to time by higher officials.

GENERAL CONDITIONS-

1. Appointment will be made as per vacancies and requirements.
2. MSSDS has right to cancel this advertisement without giving any notice at any time.
3. All candidates should be domiciled in the state of Maharashtra.
4. Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
5. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
6. Candidates should keep their mobile number and e-mail ID active for the entire duration of the recruitment drive. All official communication will be send to their respective e-mail ID.
7. Candidate should submit separate application for each post.
8. Candidate applying for the same post more than once by any/both applying methods shall be rejected without any clarification.
9. Candidate will not eligible be for the appointment if he/she punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
10. Knowledge of Marathi is desirable.
11. The decision of the undersigned in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
12. The appointment will be made only after the receipt of police verification certificate and character certificate from the concerned police station.
13. Candidate must remain present with their own expenses for the entire recruitment process.
14. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.
15. Candidates are advised not to fall prey to any claims from any person/officer/mediator for assurance related to recruitment.

GENERAL INSTRUCTIONS :-

1. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, stipulated original identity proof, educational documents, experience certificates, a photocopy of photo identity proof etc. at the interview.
2. Before applying for the mentioned posts, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read these instructions/ guidelines and follow all the instructions.
3. Decision of MSSDS in all matters related to this recruitment drive will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the MSSDS in this behalf.

4. A candidate can apply for multiple posts and not more than one application for each post should be submitted by any candidate. However, the candidate should satisfy the eligibility criteria and should apply separately for each post applied.
5. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
6. No request for change of address, or changes in any other details mentioned in the application will be entertained.
7. MSSDS shall not be responsible for any application made/ wrong information provided by an unauthorized person/ institution. Candidates are advised not to share their application details with anyone.
8. Appointment of candidates is subject to him/her being declared medically fit, as per any other requirements of MSSDS and also subject to service and conduct rules of the MSSDS. Decision of MSSDS to which candidates are allotted will be final and binding on candidates. MSSDS has no role to play here.
9. MSSDS reserves the right to change (cancel/Modify/add) any of the criteria, method of selection, number of posts, appointment etc. With or without assigning any reason.

ANNOUNCEMENT:

All further announcements/ details pertaining to this process will only be published/ provided on authorized MSSDS website “www.mssds.in” in Notice Section from time to time.

**Chief Executive Officer,
Maharashtra State Skill Development Society,
Mumbai-400 005**

How to apply

The process for how to apply for the various posts is mentioned below :

A. Apply on Maharojgar Portal

A.I For the Position of “Skill Mission Officer 1/2/3”

- New user (Not Registered with Employment Exchange) then register on www.maharojgar.gov.in
- Already registered user, add/update the following education and experience in your profile.
- Login with user name and password.
- Follow the below path to apply
- Job Seeker click on -> Vacancy Search

Now select

- Vacancy Type – General
- District – Mumbai City
- Click On **Continue** Button
- Type – “**Skill Mission Officer1/2/3**” in in the Text Box above “**Designation**” field and Enter
- From Action select “**Apply Job**”

A.II For the position of “Office Assistant”

- New user (Not Registered with Employment Exchange) then register on www.maharojgar.gov.in
- Already registered user, add/update the following education and skill in your profile.
- Login with user name and password.
- Follow the below path to apply
- Job Seeker click on -> Vacancy Search

Now select

- Vacancy Type – General
- District – Mumbai City
- Click On **continue** bottom
- Type – “**Office Assistant**” in in the Text Box above “**Designation**” field and Enter
- From Action select “**Apply Job**”

B. Apply on email recruitment.mssds@gmail.com

- Applicant who are not registered on Maharojgar Portal, first register themselves on www.maharojgar.gov.in.
- Fill up the application form. (application form is attached)
- Scan the completed application form. Ensure that it has your photograph and signature.
- Send it on the mail id : recruitment.mssds@gmail.com
- The subject for the mail is “**Application for the post of _____**”
- No educational/professional documents are attached with the mail.
- Candidates applying for more than one post, should submit separate application for each post.
- The mails received after due date and time shall not be considered.

Please Note that Candidate applying for the same post more than once by any/both of the above methods shall be rejected without any clarification.



Maharashtra State Skill Development Society

Post applied for _____

PHOTO

Name of Candidate :

Postal Address :

Email ID :

Mobile Number :

Date of Birth :

(DD/MM/YYYY)

Employment Registration
Number (of Maharojgar
portal)*

Aadhar Number :

Educational qualification:-

Certificate	Stream/Special Subject	Year of Passing	School/ College	Board/University
SSC				
HSC				
Graduation				
Post-Graduation				

* If you do not have employment registration number, please register on www.maharojgar.gov.in to get it.

Any other qualification:-

Certificate	Stream/Special Subject	Year	Institute/College	University/Board/ Certifying authority

Experience:-

Organization	Date of Joining	Date of Leaving	Designation	Job Description
Total Experience (In months)				

I, hereby, certify that the above information provided by me is true and the certificates produced belong to me and are not forged in any manner. I understand that MSSDS has all rights to undertake my background verification checks and in case, it is found that the information provided by me as above is false and/or any certificate is forged, I will be liable to be terminated and undergo prosecution under IPC.

Date

Signature of the candidate

Note:- All fields are mandatory in this form.