

No: SED/ESTT/1(40)/2016/P-I/

Date: - 18-01-2021

CORRIGENDUM ON
EMPLOYMENT NOTIFICATION: 17/2020-21

The essential qualification, experience and age limit of the following posts have been modified as desired by the Directorate of Skill Development, which was published through EN No. 17/2020-21 dated 06-01-2021 for SANKALP under Directorate of Skill Development. Details of the modifications are given below.

Item No	Name of the Post	No. of Post	Essential Qualification & Experience	Desirable Qualification & Experience	Monthly contract Pay	Age Limit
01	Project Manager	01	Essential Qualification: Post Graduate degree/MBA from recognized University. Experience: With minimum 4-6 years of working experience in Livelihood, Agricultural, Rural Development, Health, Education, Banking, Finance, Financial inclusion, Skill etc. and other social sector in the State / Central Government or Private Sector.	1.Minimum 50% throughout Academic career. 2.Strong English writing and oral communication skill 3.Programme design and skill. 4.Analytical influencing, negotiating and management skills 5.Computer Skill also incumbent should have the thorough knowledge about the state.	70,000/	47
02	Associate Project Manager	02	Essential Qualification: Post Graduate /B.E/B.Tech from Recognized University. Experience: Minimum 4 to 6 years working experience in Project Implementing, Livelihood, Agricultural, Rural Development, Health, Education, Banking, Finance, Financial inclusion, Skill etc. and other social sector in the State / Central Government or Private Sector.	1.Minimum 50% throughout Academic career. 2. PG diploma in Management/ Financial Management 3.Strong English writing and Email writing skills 4.Good communication skill in all forms including written oral, email, telephone and presentations. 5.Capable of managing projects and have the ability to problem-solving. Should also be able to provide ideas and solutions. 6.Development of Skill proposal and Planning. Experience in developing tender/RFP document and computer skill.	40,000/-	41
03	MIS Manager	01	Essential Qualification: B.E/B.Tech from recognized University in computer or IT. Or B.SC with minimum 1 year diploma in computer Application . Experience: Minimum 4-5 years experience in developing and managing MIS System in skill Development in state and Central Government/ any external agencies.	1.Minimum 45% marks in Graduation 2.Good knowledge of Excel, and advance Excel. 3.Development of web based Monitoring Tool, Management of database and Implementation of data based Application. 4.Data Capture, Analysis, Management reporting and Performance Monitoring. 5.Developing/MIS System and other software's. 6.Good communication skill in all forms including written, oral, email, telephone and presentation.	25,000/	41

04	Project Executive	02	Graduate from recognized university, Experience: Minimum 2 years experience in skill development project in state / central Government / any external agency.	1.Minimum 50% throughout Academic Carrier. 2.Stong English writing and oral communication skills 3.Good communication skill in all forms including written, oral, email, telephone, presentation and computer skill.	25,000/	41
05	District Level Coordinator	08	Graduate from recognized University, Experience: Minimum 2 years experience in skill development project in state / central Government / any external agency.	1.Minimum 50% throughout Academic career. 2.knowledge of Coordination and Monitoring.	20000/-	41
06	Data Entry Operators	02	H.S or its Equivalent Examinations. Experience: Knowledge of Computer Operations.	1.Knowledge of Typing in English with minimum speed of 30(thirty) words per minute. 2.Minimum 1 Year experience in the line either in Govt. Or Private Sector.	9000/-	41

The other terms & conditions would remain un-changed

The revised last date of receiving application is up to 4:00 PM of 20th January, 2021.

Sd/-
MEMBER SECRETARY, SoFED

**COMMON APPLICATION FORM
EMPLOYMENT NOTIFICATION NO. 17/2020-21**

Affix a Passport
size latest
coloured
photographed
and sign on it (Do
not staple)

(To be filled by the Office)
SI. No/Roll No.
_____/_____/2021

To
The Member Secretary,
Society for Entrepreneurship Development (SoFED),
ITI Road, Indranagar, Agartala, Tripura- 799006.

Sub: **Prayer for the post of:** _____ (Item No. _____)

1. Name of the candidate: SRI / SMT _____
(in Block Letters)
2. Father's / Husband's name : Sri / Late _____
3. Permanent address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____
4. Present Address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____
5. Social Category : ST / SC / UR
6. Contact no : _____
7. email ID : _____
8. Date of birth : DD _____ / MM _____ / YYYY _____
9. Age as on 01-09-2020 : _____ Years _____ Month _____ Days
10. Educational Qualification: (Copy of mark sheet of final year of examination to be enclosed)

SI No	Name of the examination (HS onwards)	Board/University	Year passing of	Grade/Marks obtained		CGPA to % conversion factor (copy of the conversion factor to be enclosed)
				CGPA	Percentage	
1						
2						
3						
4						

10. Previous experience: (Certificate /Certificates to be enclosed)

SI No	Capacity/ Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Company/ Organization/Dept
1				
2				
3				
4				

DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect/false, my candidature may be disqualified by the authority of SoFED. In addition, if my candidature doesn't match with the requirement of the post/posts, the authority of SoFED is having the right to reject my candidature without showing any reason thereof.

Place:
Date:

Full Signature of the candidate

Self attested photocopy of the following documents to be enclosed with the application.

- (I). PRTC
- (II). Aadhar Card
- (III). Caste Certificate
- (IV). Age proof (Admit of Madhyamik/Birth Certificate)
- (V). Final Year Mark sheets of H.S, Graduation, Post Graduation etc.
- (VI). Experience Certificates

.....Cut Here.....

(To be delivered to the candidates)

EMPLOYMENT NOTIFICATION NO. 17/2020-21
Acknowledgement cum Admit Card

Sl. No. / Token No _____ / _____ / **2021** (to be filled by the office)

(The following to be filled by the candidate)

1. Name of the Post: _____ (Item No _____)

2. Name of the candidate: SRI / SMT _____
(in Block Letters)

3. Father's / Husband's Name : Sri / Late _____

Affix a Passport
size latest
coloured
photographed
and sign on it (Do
not staple)

(Office Round Seal)

Full Signature of the candidate

Authorised Signatory of SoFED with seal

(This Acknowledgement cum Admit Card shall have to retain by the candidate and shall also liable to produce at the time of examination/Interview. No duplicate admit card shall be issued to any candidate in any circumstances. No candidate shall be allowed to appear in the examination/Interview without this Acknowledgement cum Admit Card)