

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

Date: - 06-01-2021

**EMPLOYMENT NOTIFICATION: 17/2020-21**

Applications are invited from the eligible candidates to recruit in the following posts on **Purely Contract Basis** for a period of **11(Eleven) months** for SANKALP under Directorate of Skill Development. Details of the posts 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	Post Graduate degree/MBA from recognized University, <b>Experience:</b> Minimum 4 to 6 years of working experience in livelihood, agricultural, rural development, health education and other Social Sector either in Govt. or Private Sector.	1.Minimum 60% 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/	45
02	Associate Project Manager	02	B.E/B.Tech from recognized university, <b>Experience:</b> Minimum 4 to 6 years working experience in Project Implementing either in Govt. or Private Sector.	1.Minimum 60% throughout Academic career. 2.Strong English writing and Email writing skills 3.Good communication skill in all forms including written oral, email, telephone and presentations. 4.Capable of managing projects and have the ability to problem-solving. Should also be able to provide ideas and solutions. 5.Development of Skill proposal and Planning. Experience in developing tender/RFP document and computer skill.	40,000/-	41
03	MIS Manager	01	B.E/B.Tech from Recognized University in computer or IT. <b>Experience:</b> Minimum 3 years experience in developing and managing MIS System either in Govt. Or Private Sector.	1.Minimum 55% throughout Academic Carrier. 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, <b>Experience:</b> Minimum 2 years experience in skill development project either in Govt. or Private Sector.	1.Minimum 55% 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

Item No	Name of the Post	No. of Post	Essential Qualification & Experience	Desirable Qualification & Experience	Monthly contract Pay	Age Limit
05	District Level Coordinator	08	Graduate from recognized University, Experience: Minimum 2 years experience in skill development project either in Govt. or Private Sector.	1.Minimum 55% 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

**Terms & Conditions:** 1. The selected candidates would be appointed on Purely Contract Basis for a term of **11(Eleven) months** and may be extended on performance and requirement. (2) The selection shall be made as per the reservation rules/policy of the State Govt (3). The selected candidates should come under an agreement as per the norms with the SOFED. (4)The candidates shall be selected through written examination or interview on purely merit basis and the date of such test shall be informed on due course.

**Application shall be received at the Office of the Member Secretary, SoFED, ITI Road, Indranagar, Agartala- 799006 up to 4:00 PM of 18<sup>th</sup> January, 2021.**

**The common Specimen Application Form may be downloaded from the website [www.sofed.in](http://www.sofed.in)**

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

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(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)*

**COMMON APPLICATION FORM**  
**EMPLOYMENT NOTIFICATION NO. 16/2020-21**  
**Sl. No. / Token No \_\_\_\_\_ / \_\_\_\_\_ /2020**

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

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and sign on it (Do  
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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

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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 \_\_\_\_\_  
(Admit of Madhyamik/birth certificate to be enclosed)
9. Age as on 31-08-2020 : \_\_\_\_\_ Years \_\_\_\_\_ Month \_\_\_\_\_ Days
10. Educational Qualification: (Copy of mark sheet of final year of exam to be enclosed)

Sl No	Name of the examination (H.S 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						
5						

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1				
2				
3				
4				
5				
6				

### DECLARATION BY THE CANDIDATE

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Place:  
Date:

Full Signature of the candidate

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Authorised Signatory of SoFED with seal

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