**Job requirement and description for Apprentice for TOT**

**Company Name : Construction Skill Development Council of India**

Job Title **: Training of Trainers, Executive**

Job Location : Delhi NCR

Age Limit : Not more than 30 years on the last date of receipt of application

No of Vacancy : One

**Qualification and Experience:**

1. Graduation in civil engineering with experience.

**Skills**

1. Knowledge of Soft Skills
2. Knowledge of MS Word, MS excel, PPT, and other IT skills.
3. Individual must have analytical capacity for data analysis.
4. Knowledge of skill ecosystem
5. Knowledge of various job roles in construction sector

**Key Functions and Responsibilities**

1. Must have Technical background pertaining to civil engineering/Site experience for at least two Years.
2. Should be able to analyse the Industry requirement to plan the TOT calendar quarter wise.
3. Coordination with TP and AB for mobilization of candidates for TOT program.
4. Coordination for result documents submission, Session plan, assessment plan etc.
5. Result documents verification, Preparation of result as per nomination, check as per attendance sheet and final Domain and Platform assessment sheet and flagging of documents.
6. Create Lead Trainer and Lead Assessor occupation wise for TOT/TOA programs.
7. Maintaining Tracker related to Trainers and assessors TOT/TOA wise.
8. Compilation of Monthly report of Trainers, Assessors and Monthly progress report and any other report time to time asked by reporting officer.
9. TOT announcement as per TOT/TOA calendar, receipt of nomination, checking of eligibility of the candidates as per qualification and experience criteria defined by SSC.
10. Monitoring during training program as well as on assessments.
11. Should be ready to visit at TOT/TP centre for Quality Monitoring purpose.
12. Should be well versed with QPs and NSQF.

Gross stipend would be Rs. 25,000 (all inclusive) per month.

Engagement will be for one year contract from the date of reporting to duty with probation period of six months. Contract may be extended depend up on performance/job requirement.