

**ADVERTISEMENT**

A Walk-in-Interview will be held as per program below under the Institute Management Committee of Industrial Training Institute Kokrajhar for selection of candidates to be engaged for 11 (Eleven) month purely on contractual basis for the following positions of ITIs.

**Venue:** CHD SEED Office, Utility Building 3<sup>rd</sup> Floor, Bodofa Nwgwr, Dist: Kokrajhar,BTC, Pin-783370

**Time of reporting:** 11.00 A.M

Sl. No.	Name of ITI	Name of the contractual Post	No. of Post	Date of interview	Eligibility Criteria	Consolidated remuneration/ fixed pay
1	ITI Kokrajhar, ITI Salakati & ITI Kazigaon	Vocational Instructor COPA Trade	3	3 <sup>rd</sup> January, 2025	B.Voc/Degree in Computer Science/ IT from AITCE/UGC Recognized University with one year experience in the relevant field. OR Post Graduate in Computer Science /Computer Application / IT from UGC Recognized University or NIELIT B Level with one year experience in the relevant field. OR Bachelor in Computer Science / Computer Application / IT OR PGDCA from UGC recognized University or NIELIT A Level with two year experience in the relevant field. OR 03 years Diploma in Computer Science / IT from recognized Board/ Institute or relevant Advanced Diploma (Vocational) (ADIT) from DGT with two year experience in the relevant field. OR NTC/NAC in COPA or any trade in IT-ITeS sector trade with three year experience in the relevant field.	Rs. 14,000.00 fixed
2	ITI Ballamguri	Vocational Instructor Fitter Trade	1	3 <sup>rd</sup> January, 2025	B.Voc/Degree in Mechanical Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. OR 03 years Diploma in Mechanical Engineering from AICTE/recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. OR NTC/NAC passed in the Trade of "Fitter" With three years' experience in the relevant field. Desirable Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.	Rs. 14,000.00 fixed
3	ITI Kokrajhar	Vocational Instructor Sewing Technology Trade	1	3 <sup>rd</sup> January, 2025	B.Voc/Degree in Fashion & Apparel Technology from UGC recognized College /university with one-year experience in the relevant field. OR Diploma (Minimum 2 years) in Garment fabrication Technology/ Costume Design & Dress Making from recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. OR NTC/NAC passed in the Trade of "Sewing Technology" earlier named as "Cutting & Sewing" with 3 years experience in the relevant field. Essential Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.	Rs. 14,000.00 fixed
5	ITI Ballamguri	Vocational Instructor Basic Design and Virtual Verifier (Mechanical) Trade	1	3 <sup>rd</sup> January, 2025	B.Voc/Degree in Mechanical Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. OR 03 years Diploma in Mechanical Engineering from AICTE recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. OR NTC/NAC passed in the Trade of "Basic Designer and Virtual Verifier (Mechanical)" With three years' experience in the relevant field. Essential Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.	Rs. 14,000.00 fixed
6	ITI Kokrajhar	Vocational Instructor Industrial Robotic and Digital Manufacturing Technician Trade	1	3 <sup>rd</sup> January, 2025	B.Voc/Degree in Mechanical/Industrial Engineering from AICTE/UGC recognized Engineering College/ university with oneyear experience in the relevant field. OR 03 years Diploma in Electronics /Industrial Engineering from AICTE/ recognized board of technical education or relevant Advanced Diploma (Vocational) from DGT with two years' experience in the relevant field. OR NTC/NAC passed in the trade of "Industrial Robotics and Digital Manufacturing Technician" with three years' experience in the relevant field.	Rs. 14,000.00 fixed
7	ITI Kokrajhar	Vocational Instructor Secretarial Practice Trade	1	3 <sup>rd</sup> January, 2025	Degree in Commerce / Arts (with Short-hand & Typing) from a recognized university with one year experience in the relevant field OR Diploma in Commercial Practice from recognised board of education with two years' experience in the relevant field. OR NTC/NAC passed in the trade with three years' experience in the relevant field. Desirable: Preference will be given to a candidate with Craft Instructor Certificate (CIC) in the relevant trade	Rs. 14,000.00 fixed
8	ITI Kokrajhar	Vocational Instructor Welder Trade	1	3 <sup>rd</sup> January, 2025	B.Voc/Degree in Mechanical/ Metallurgy/ Production Engineering/ Mechatronics from AICTE /UGC recognized university/ college with one year experience in relevant field. OR 03 yearsDiploma in Mechanical and allied from AICTE/ recognized technical board of education or relevant Advanced Diploma (Vocational) from DGT with two years experience in relevant field. OR NTC/NACpassed in the Trade of "Welder" with three years' experience in the relevant field. Essential Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.	Rs. 14,000.00 fixed

**N.B:**

- The applicant should not be below 21 years and above 45 years of age on 31<sup>st</sup> December, 2025.
- Interested candidates may appear before the selection committee with all original documents, experience certificate etc. along with set of self attested photo copy of the same, one copy recent passport size photograph and one filled in CV form in the prescribed format.
- No TA & DA will be paid to the candidates for attending the interview.
- The posts are purely temporary on contractual basis under Institute Management Committee, ITI Kokrajhar and would not be entitled to any claims, right, interest or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.
- The applicant must be permanent residence of Bodoland Territorial Region, Assam.
- The applicant must have valid employment exchange registration.
- The candidates who do not possess their requisite qualification and experience need not attend the walk in interview.
- The candidates must report within the stipulated time or else they will not be allowed to participate in the walk in interview.
- The services shall stand automatically terminated at the expiry of contract period, without any necessity of the IMC, ITI Kokrajhar giving any notice and without any liability to pay any retrenchment or other compensation or other amounts.
- The contract may be terminated at any time by the IMC, ITI Kokrajhar if the performance is found to be unsatisfactory or below the minimum expected levels or is found to be guilty of any insubordination, dereliction of duty or any other misconduct. The agreement with may also be terminated if the incumbent is found to be unauthorized absent for continuous 3 or more days.
- Incumbent will be located at the Industrial Training Institute, Kokrajhar, Kajalgaon, Salakati & Ballamguri BTC Assam. The candidates would also be required to visit other places in the state/Outside the State as and when required.
- During a Academic year, the incumbent will be entitled for a casual leave of 12 days which can only be earned after completion of one month of service.

In case of illness, the incumbent is obliged to inform the Superintendent cum Member Secretary, IMC ITI Kokrajhar immediately. If the illness lasts for more than 3 days, a medical certificate must be produced. Not more than six sickness days will be recognized during one year. The casual leave and sickness leaves are over and above the holidays declared as per the Government of Assam.

**13. Job Description/ Role and Responsibility:-****Vocational Instructor**

- Excellent communication Skills in Bodo, English, Hindi & Assamese and computer skills.
- Vocational Instructor is responsible for overall preparation of Lesson plan, Demonstration Plan, Maintenance of Daily Diary, Job Diary, Progress Card, Monthly Absentee Statement etc. and provides leadership and strategic direction and advice to the Trainees towards aspects of the Placement/Self Employment/Career Progression.
- He should work in close collaboration with Training team and operations cluster, Government officials, private sector, non-government and civil society organizations.
- He shall work in close association with the Superintendent, Supervisors and other Govt. officials related with the Training for improvement of the Training during the contractual period.
- The Vocational Instructor is over all responsible for:
  - ⇒ To provide accurate and timely preparation & execution of Training related works of the IMC.
  - ⇒ Drafting and correspondence with the other related Departments for project works.
  - ⇒ To support in the identification and management of execution of the works to the IMC.
  - ⇒ To study the NSQF Curriculum, Bharat Skill etc. and to provide proper direction/motivation to the trainees/parents.
  - ⇒ Able to meet the given deadline.
  - ⇒ Able to travel to various places for the Training related matter.
- KEY PERFORMANCE INDICATOR (KPI)
  - ⇒ Performance will be evaluated of the Vocational Instructor (Contractual) on the following
  - ⇒ Dropout rate of Trainees
  - ⇒ Pass percentage of Trainees
  - ⇒ Placement rate of Trainees
  - ⇒ Project Work, Industrial Visit for on the Job Training, Formative Assessment etc.
  - ⇒ Punctuality and Discipline
  - ⇒ Dress code

g. Any other tasks as assigned by the Superintendent or may arise during the Contract Period.

- The Institute Management Committee reserves the right to cancel/postpone the said interview without assigning any reason thereof.

Sd/-

Superintendent cum Member Secretary  
Institute Management Committee  
Industrial Training Institute, Kokrajhar.