



**GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE SUPERINTENDENT GOVT ITI FOR WOMEN, JAMMU
(Deptt. Of Skill Development)**

Akhnoor Road, Government Women ITI, Jammu

Email: witijammu@gmail.com

Website: www.itiwomenjammu.in



Subject:- Engagement of Guest Faculty in Govt. Women ITI Jammu under Self Finance Scheme for the Academic Session 2024-25

Reference:- Joint Directorate of Skill Development, J&K's letter No.: JSDS/2024/158-A/1684-1711 dated 02.08.2024.

Advertisement Notice for Guest Faculty

Applications on plain paper are invited from the interested candidates for engagement of Guest Faculty in **Govt. Women ITI Jammu** for conducting training in the following trade on the basis of Prescribed qualification mentioned against the trade. Interested candidates will submit the applications to this Office on the prescribed format forming annexure "A" to this advertisement notice **upto 22/08/2024** during working hours. The selection of the candidate will be done strictly on the basis of merit, higher relevant qualification and experience as per the guidelines set by Director Skill Development J&K time to time.

The honorarium shall be paid as per the rules / guidelines of the Skill Development Department J&K time to time till the regular arrangement are made by the higher authority.

S.No.	Assignment be undertaken	Qualification Required
1.	Guest Vocational Instructor Stenographer & Secretarial Assistant (English) (Self-Finance)	B.Voc/ Degree in Commerce/ Arts (with Short-hand & Typing) from a UGC recognized university with one year experience in the relevant field. OR Diploma (Minimum two years) in Commercial Practice from recognized board or relevant Advance Diploma (Vocational) with two years' experience in the relevant field OR NTC/NAC passed in in the trade of Stenographer & Secretarial Assistant (English)with three years' experience in the relevant field. Essential Qualification Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT

The duly completed Application Form in the prescribed format must be accompanied with the self attested copies of the following certificates/documents.

1. Academic/Technical Qualification Certificate/Marks Certificate.
2. D.O.B Certificate.
3. Aadhar Card
4. Character Certificate.
5. Relevant Experience certificate, (if any) in Original.
6. Domicile Certificate (JK-UT)
7. In case of age bar, Govt. Recruitment rules shall be followed.

Application forms can be downloaded from the official website of ITI www.itiwomenjammu.in

The Engagement of Guest faculty will be for the Academic session 2024-25 only on need basis. The assignment of the engagee shall be terminated without any prior notice whenever the undersigned desires/due to non-performance by the engagee /if regular appointments/ transfers are made by the

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Department / otherwise.

The undersigned reserves the right to reject any application/candidature of candidate or advertisement without assigning any reason thereof.

The criteria for Engagement of the candidate as Guest Faculty and remuneration to be paid shall be observed strictly as per the Guidelines / Instructions issued by the Directorate of Skill Development, J&K from time to time.

The candidates engaged shall have to maintain proper discipline and punctuality and shall have to work for the entire satisfaction of the students as well as the Superintendent. Indiscipline of any kind will entail disengagement. The engaged candidate shall have to execute an agreement with the Department on the prescribed format **duly attested by the First class Judicial Magistrate** to the effect that He/She shall have no claim for permanent absorption in the department on the sole ground of his/her engagement as Guest Faculty for the specific period.

Mere submission of application or eligibility shall not entitle any candidate for this engagement and the engagement shall be made only as per the requirement available. Incomplete application (not supported with documents) shall be rejected without any notice to the candidate.

No.: WITI/2024/245-49
Dated 05-08-2024

Superintendent
Govt. Women Industrial
Training Institute
Jammu.

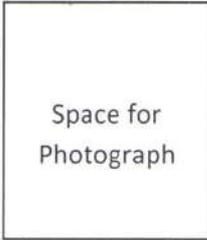
Copy to the: -

1. Director Skill Development, J&K Jammu for information please.
2. Joint Director Skill Development, Jammu for information please.
3. Joint Director Information, Jammu with the request to kindly get the notice published into two leading English Daily Newspaper preferably Daily Excelsior, State Times, Amar Ujala for atleast three days.
4. District Information Office, Jammu for information and necessary action please.
5. Office Copy/Notice board/Website

Annexure 'A' to the Advertisement Notice No.: _____ DATED _____

APPLICATION FOR ENGAGEMENT OF GUEST FACULTY IN GOVT WOMEN ITIJAMMU

1. Name of the Candidate (In Capital Letter).....
2. Father's Name (In Capital Letters).....
3. Permanent Address
.....Tehsil.....
District.....Pincode.....
4. Address for Correspondence.....
.....
5. Date of Birth.....
6. Trade against which applied:.....
7. Qualification:-



A.) Academic:-

S.No.	Examination Passed	Year of Passing	Name of Institute/ Board/ University	Total Marks	Marks Obtained	Aggregate %age

B.) Technical:-

S.No.	Examination Passed	Year of Passing	Name of Institute/ Board/ University	Total Marks	Marks Obtained	Aggregate %age

6. Experience (in the relevant field)), if any.....
7. Contact Number.....
8. Email Id.....

Signature of the Applicant

Note: - Self attested photo copies of each documents shall be attached with the application form