

V.V. Giri National Labour Institute

Sector-24, Noida

**(An Autonomous Body established by Ministry of Labour &
Employment, Government of India)**

Recruitment for the post of Programme Officer (Reserved for OBC)

Applications are invited for one post of Programme Officer (Reserved for OBC) Group 'A' Non-Gazetted to be filled up in the pay scale of Pay Band- III (Rs. 15600-39100)+Grade Pay Rs. 5400/- plus allowances(*Level 10 (Rs. 56100-177500) in the pay matrix as per 7thCPC*).

Last date of Application :	50 days from the advertisement in the Employment News
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Job Descriptions:

- Planning, organising and Co-ordinating activities of the programme Section.
- Preparing Annual Training Programme Calendar.
- Planning and organising Institute's training programmes and seminars/workshops.
- Providing logistic & administrative support to Institute's training programmes and seminars/workshops.
- Co-ordinating and ensuring adequate participation in training programmes.
- Co-ordinating training material requirements.
- Liaisoning with organisations for In-house & inter-house training programmes
- Liaisoning with other Institutions for collaborative training programmes.
- Coordination with Ministry of External Affairs for International Training Programmes.
- Arranging lodging & boarding for the participants of the training programmes.
- Any other work assigned by superior authorities.

Essential Qualification:

- i) MBA with 60% marks or equivalent grade **and**

2 years' experience in planning, organising and coordinating activities of training programme/seminars/workshops, monitoring and evaluation of training programmes and experience of providing logistics and administrative support to Institutes training programmes in Govt. Offices/PSU/Autonomous body/Statutory body/Commercial Organisation of repute.

OR

- ii) Master Degree in any discipline from recognized University with 55 % marks or equivalent grade **and**

4 years' experience in planning, organising and coordinating activities of training programme/seminars/workshops, monitoring and evaluation of training programmes and experience of providing logistics and administrative support to Institutes training programme in Govt. Office/PSU/Autonomous body /Statutory body/Commercial Organisation of repute.

Age:

Not exceeding 30 years

Relaxable of Government servants, SC/ST candidate's by 5 years & OBC by 3 years as per Central Government Provisions from time to time.

Interested persons may forward complete Curriculum Vitae in the enclosed format, along with self-attested copies of supporting documents/ certificates, if any, subscribing the cover " Application for the post of Programme Officer" to the Director General, V.V. Giri National Labour Institute, Sector-24, NOIDA-201301, Uttar Pradesh.

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APPLICATION FOR APPOINTMENT FOR THE POST OF PROGRAMME OFFICER

Photo

01.	Applicant Name (in Block Letter):	
02.	Address with Contract No.:	
03.	Father's Name:	
04.	Sex:	Male / Female
05.	Date of Birth (in Christian Era):	____/____/____
06.	Are you a citizen of India?	Yes / No
07.	Community (OBC) (Please enclose OBC Certificate)	
08.	Education Qualifications:	
09.	Whether Education and other qualifications/ Experience required for the post are satisfied: (Please enclosed supporting documents for above claim)	
10.	(a) Essential:	
11.	Experience: Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature	

	Office	Post Held	From	To	Scale of Pay Pay Band/ Grade Pay/Basic Pay	Nature of Duties (in details)
12.	Nature of present employment: i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent					
13.	In case the present employment is held on deputation/contract basis, please state: (a) The date of initial appointment: (b) Period of appointment on deputation/contract: (c) Name of the parent office/organization to which you belong:					
14.	Total emoluments per month now drawn:					
15.	(i) Additional information, if any, which you would like to mention in support of your suitability for the post.(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (iv) Awards/ Scholarship/ Official Appreciation (v) Affiliation with the professional bodies/ institutions/ societies and (vi) Any other information. (Note: Enclosed a separate sheet. If the space is insufficient)					

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate
Address with mobile No. _____

UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I _____ undertake that in the event of my selection to the post of _____ in VVGNI, I will not withdraw my candidature.

Place : _____

Signature of the candidate

Date : _____