

DGE-A-12026/2/2022-EE-II
Government of India
Ministry of Labour & Employment
Directorate General of Employment

Shram Shakti Bhawan,
Rafi Marg, New Delhi-110001
Dated: 19th January, 2023

To

Sh. Om Pal Singh
Director I/c, DGE
Central Employment Exchange

Subject: - Advertisement in the Employment Newspaper for 14 posts of Vocational Instructor (various trades) in CEE Column.

Sir,

The requisition for 14 posts of Vocational Instructor (various trades) Level-6 of Pay Matrix, of various National Career Service Centres for Differently Abled, along with the recruitment rules, is herewith enclosed. You are requested to get an advertisement published in the Employment Newspaper for the 14 posts of Vocational Instructor (various trades) [5-UR, 2-OBC, 3-SC, 2-ST and 2-EWS].

Yours faithfully

Encl.: as above


.. 19/1/2023

(Vikram Singh Negi)

Under Secretary to the Govt. of India

Copy to: -

- i. Sh. Aswani Kumar, Joint Director (E), NCS Section, with a request to upload the vacancies on NCS portal.
- ii. Dr. Shailja Singh, Joint Director (E), DGE, with a request to upload the vacancies on DGE website.
- iii. IT Cell, M/o L&E, with a request to upload the vacancies on M/o L&E website.
- iv. PPS to Director (E) for information.

S.No.	Particulars	Details
1.	Name, Address & Tel. no. of the Employer	As per Annex-I Attached
2.	Name, Designation & Tel. no. of the indenting officer	As per Annex-I Attached
3.	Nature of the vacancy:-	
	(a) Designation of the post to be filled	Vocational Instructor, (Trade of Vocational Instructor is as per Annex-I Attached)
	(b) Description of duties	<ul style="list-style-type: none"> • Evaluation and training of PWD and maintain records such as attendance and progress register. • Assign work to the PWD as per the evaluation plan chalked out by the Psychologist/ Workshop Foreman. • Proper maintenance and up keep of machinery, tools & equipment and raw materials etc. of his trade, maintaining various registers like Tools & Equipment Register, Raw Material Registers, Finished goods Registers etc. and submitting the same to the Workshop Foreman/ Workshop Engineer/ Head of the Centre for proper and periodical check up • Initiate formalities for the grant of stipend/scholarship such as filling of forms, enclosures etc. • Developing adequate evaluation models and assessing the functional suitability of the clients on the basis of simulated work condition. • Develop simulated work samples for evaluation of residual abilities and skills for developing a suitable vocational training plan. • Evaluation of the clients as per the requirement of the various jobs in the employment market. • Advising the Head of the Centre through Workshop Foreman/workshop Engineer about modifications in the machines & equipment keeping in view the degree and type of disability. • Providing training/community based vocational training to the PWD inside the Centre and monitoring the cases of those undergoing training outside the Centre, • Administering monthly and quarterly tests for review of training and reporting about their progress in the achievement of skills. • Visit factories/workshops and other employers along with Rehabilitation Officer/Psychologist or separately for job identification and assimilating the new technology. • Take adequate steps for placing the trainees of his trade in wage-paid employment or self-employment. • Maintain the records related to the persons trained in his section including placement details. • Develop low cost modules of training in new avenues related to his area of skills.

