



# Comprehensive Job Charts for Cutting Edge Personnel

Industrial Training Department  
Government of Kerala



**Institute of Management in Government**

**Supported by**

**Department of Administrative Reforms and Public Grievances  
Government of India**





प्रशासनिक सुधार और लोक शिकायत विभाग

**Department of  
Administrative Reforms and  
Public Grievances  
Government of India**

The Department of Administrative Reforms and Public Grievances is the nodal agency of the Government of India for administrative reforms as well as redressal of public grievances relating to the states in general and those pertaining to Central Government agencies in particular. The Department endeavors to document and disseminate successful good governance practices by way of audio-visual media and publications. The Department also undertakes activities in the field of international exchange and cooperation to promote public service reforms.

**Mission**

To foster excellence in governance and pursuit of administrative reforms through:

- ◆ Improvements in government structures and processes;
- ◆ Promoting citizen-centric governance with emphasis on grievance redressal;
- ◆ Innovations in e-Governance;
- ◆ Documentation and dissemination of good practices.

**Vision**

- ◆ Facilitate pursuit of excellence in governance for the benefit of all citizens



**Industrial Training Department  
Government of Kerala**

# **Comprehensive Job Charts for Cutting Edge Personnel**

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**Institute of Management in Government**





सत्यमेव जयते

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Government of India**

# Foreword



## **Institute of Management in Government** Thiruvananthapuram

September 2024

This Report on the Comprehensive Job Charts of the Department of Industrial Training has been prepared under a project funded by the Department of Administrative Reforms and Public Grievances (DARPG), Government of India. This Report is a unique document, which is the culmination of a highly productive collaboration and consultation with the stakeholders. It is not uncommon in Departments that many functions and responsibilities become ill-defined, distorted, ignored or even obscure over a period. By rediscovering and redefining the responsibilities of each category of employee, as attempted in this Report, the Department is able to retrieve its original mandate with its details and rededicate to the central cause for which it has been created. With better role clarity and accountability, the Department becomes well-oiled machinery able to effectively address the key tasks. The unhappy situation where meaningless routines and administrative lethargy often mar the quality of our accomplishment would become a thing of the past, should this Report be adopted in letter and spirit.

Clarity creates action and action leads to outcome. In the absence of role clarity and goal clarity, much of our office activity consumes considerable time and energy in pursuing sterile processes than leading to outcomes. This document can be a game changer. It not only narrates the job summary and official reporting structure, but goes on to outline the job descriptions and offer capacity building suggestions. I have no doubt that this Report will be a great tool to reposition the Department of Industrial Training and redeem its mandate in its fullness.

Our technologically driven world has already got used to immediate responses and quick results. The old pace of administration has admittedly no relevance in 21st century.



Changes, however, do not occur by themselves. They have to be caused by some external or internal input. This Report is one such external input that would trigger meaningful changes in this Department.

IMG is privileged to have undertaken this Project. I am grateful to the Secretary DARPG for entrusting us this important study which has greater significance than meets the eye. Dr. Ram Mohan, Professor at IMG who was the Nodal Officer of the Project has shown remarkable care, perseverance and zest in steering this project to its desired destination. I compliment him and his enthusiastic team for producing this comprehensive Report.

IMG is happy to present the Report on the Comprehensive Job Charts of the Department of Industrial Training for consideration and application. In a democracy, good governance is not optional but a moral imperative. I trust that this Report which has the potential to catalyze the much needed transition to responsive, sensitive and speedy administration will be put to meaningful use.

A handwritten signature in blue ink, appearing to read 'Jayakumar'.

*K. Jayakumar, IAS (Retd.)*  
Director



**Institute of Management  
in Government**  
Thiruvananthapuram

September 2024

## **CONTEXTUALIZING JOB CHARTS: THE DESIDERATUM FOR ADMINISTRATIVE EFFECTIVENESS AND EFFICIENCY**

In 1914, with only a handful of men, Theodore Roosevelt by then, a former U.S. President and Nobel laureate embarked upon a self-imposed journey to explore the *Rio da Duvida*, an uncharted river in South America. Roosevelt faced unbelievable hardships, a punishing and hitherto unknown terrain, hostile natives, disease, starvation and worse. Roosevelt's colleague and famous co explorer - Mariano Da Silva Rondon, had named the river *Rio da duvida* or River of Doubt in Spanish.

But what has this journey to do with public service and governance? Employees in public service often launch their careers expecting financial stability, social security and even the perceived status it bestows on them. Very few aspire for a career in government solely for the passion of service. Most employees in public service grapple with their job roles and purposes, not once, but several times in their careers. It is imperative that employees encounter difficulty, contextualizing their roles in the larger context of the department goals and priorities.



These enduring doubts weave a shroud of mystery on governmental outcomes, compromising its efficiency. One of the cardinal reasons for the state of affairs is rightfully attributed to weak and sketchy job profiles and designs. Job profiles are often weakly sketched and poorly articulated. Responsibilities that ought to co-exist with authority are not understood. Employees are often compelled to learn and unlearn on their jobs, unsure of their outcomes. More often than not, employees are not appropriately hand held in their grooming stages & during occupational cross roads. Governments, therefore, have difficulties aligning vision, mission and outcomes with the demands of the citizenry.

On the job performance becomes tricky if Governments are unsure of the demands

made on the employees. Consequentially, employers face supervisory challenges and encounter difficulties leading and herding employees in a dynamic ecosystem. The system throws up several surprises - pleasant and unpleasant which at times, catches employers and employees, off guard. The pleasures, challenges, difficulties, threats, dilemmas and even surprises that the ecosystem offers affect the performance of the employees, their supervisors, the department and the Government itself. However the most affected are the citizens themselves - the very purpose for which governments and public service exist.

The governmental ecosystem is allegorically similar to the wild unchartered Amazon. Though Roosevelt and company made meticulous preparations, the harshness of the terrain was severely underestimated. The journey down the merciless stretch was made in heavy dugout canoes, which were totally unsuitable for such stretches, to say the least, a fact they were to realize in no time. The river traversed sharp and steep gorges, waterfalls, countless rapids, meandering at times through verdant and seemingly impervious wall of greenery. Inclement weather characterized by tropical heat and incessant rains made the progress difficult through the rapidly changing terrain. The basin was hostile with several cannibalistic and uncivilized tribes, deadly wildlife, insects and fishes. En-route the 2000 meters descendand over the 600 km stretch, the team lost most of their dugouts, provisions, encountered drowning, starvation, disease and even murder within their ranks.

Though civic service may not appear as intimidating, at times it becomes thankless, directionless and even exhausting. Contemporary public service is dictated by several considerations, compulsions, contradictions and tradeoffs. In time, the purpose of departments and the jobs get swamped, in a complex interplay of

social, economic, political, legal and even factors, defeating the very purpose and rationale of its existence. Rapid advances in technology, rising civic consciousness and the clamour for good governance as a civic right reinforce the focus on public servants and make their tasks unenviable. This scenario is most experienced at the front lines - where the employee interacts with the society immersing willingly or unwillingly in the societal labyrinth. The effects and tremors of the front-line interactions are experienced at higher levels, in varying intensities.

Governments, world over, increasingly recognize the need for a fundamental shift in the way they go about their business. This amounts to embedding a focus on effectiveness, efficiency, innovation and outcome. Predictability of governmental outcomes in terms of services obtained and time frame to achieve these are of paramount importance. Governments need to look at improving their productivity by doing the same tasks in newer ways, with lesser, but competent personnel, leveraging technology, imbibing modern governance practices, and learning from the private sector and even from their *diasporas*.

Several initiatives and reforms were and are designed by governments, to improve the efficiency of public expenditure and improve the quality of interactions. This is necessitated due to the need for structural changes in the public sector, preparing and implementing alternative approaches to delivering services, and greater need for leveraging public-private partnerships. Many of these initiatives labour to stay afloat, while others loose sight of the purpose which germinated them. The challenge is to balance demand for sustained levels of service with affordability.

Though professionalizing civil service is now recognized as the *sine qua non* for purposive governance, much remains to be done, commensurate with the importance and attention

the subject demands. It is a fact that if human resources in government do not find meaningful sustenance, they will adapt and improvise in ways which render the governmental functioning - sluggish and ineffective. This scenario could be addressed meaningfully only with well-conceived job charts for all levels and categories of employees. The need is arguably, more pronounced at the front lines of governance, as the higher echelons have relatively well articulated job profiles and access to capacity development avenues.

This initiative, sponsored by the Department of Administrative Reforms and Public Grievances, Government of India, piloted by IMG and partnered by the department, serves as a beacon for synergizing departmental and civic needs. The initiative has the potent to dispel doubts and inhibitions among stakeholders and to help navigate the *Rio-de-duvida* of public service effectively. With the wisdom of hindsight, Roosevelt and co. realized the ineffectiveness of dugout canoes on the treacherous Amazon terrain. Similarly, it is high time, governments abandon their conventional dugouts and adopt professional tools like comprehensive job charts to navigate the turbulence and chaos in governance. The report articulates the need for imbibing such tools for demystifying governance and bridging administrative deficit. Only then, can governments ensure that the outcomes of their efforts are received, beyond doubt and in full measure, by their stakeholders.

*Happy Navigation.....*

*Ram Mohan R*

*Dr. Ram Mohan R.*

Professor and Nodal Officer  
Comprehensive Job Charts (CJC) Project

## Acknowledgement

“

No one can whistle a symphony. It takes a whole orchestra to play it.

- H.E. Luccock

”

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*Dr. Ram Mohan R.*

Professor & Nodal Officer  
CJC Project

# Acronyms

AAA	-	Assistant Apprenticeship Advisor
ACBC	-	Annual Closing Balance Certificate
ACD	-	Arithmetic cum Drawing
AG	-	Accountant General
AHS	-	Assistant Hotel Superintendent
AIDS	-	Acquired Immunodeficiency Syndrome
AITT	-	All India Trade Test
AMC	-	Annual Maintenance Contract
AVTS	-	Advanced Vocational Training Scheme
ATS	-	Apprenticeship Training Scheme
BAMS	-	Budget Allocation and Monitoring System
BCDD	-	Backward Classes Development Department
BIMS	-	Bill Information and Management System
BSNL	-	Bharath Sanchar Nigam Limited
CITS	-	Craft Instructor Training Scheme
CPRCS	-	Centralized Procurement and Rate Contract System
CR	-	Confidential Report
CSR	-	Corporate Social Responsibility
DA	-	Dearness Allowance
DDC	-	District Development Committee
DGT	-	Directorate General of Training
DO	-	Demi Official
ECHS	-	Ex-Servicemen Contributory Health Scheme
ED	-	Entrepreneurship Development
EMD	-	Earnest Money Deposit
EMS	-	Employee Management System
ES	-	Employability Skill
ESIA	-	Environmental and Social Impact Assessment

ESSA	-	Environment and Social Systems Assessment
ETR	-	Electronic Treasury Receipts
GeM	-	Government e Marketplace
GI	-	Group Instructor
GIS	-	Group Insurance Scheme
GPAIS	-	Group Personal Accidental Insurance Scheme
GPF	-	General Provident Fund
GST	-	Goods and Services Tax
HBA	-	House Building Advance
HR	-	Human Resource
ICC	-	Internal Complaints Committee
ICT	-	Information and Communication Technology
IMC	-	Institutional Management Committee
ISO	-	International Organization for Standardization
ITI	-	Industrial Training Institutes
JAA (T)	-	Junior Apprentice Advisor (Technical)
JAA (NT)	-	Junior Apprentice Advisor (Non-Technical)
KEXCON	-	Kerala State Ex-servicemen Development and Rehabilitation Corporation
KGTE	-	Kerala Government Technical Examination
KSAPS	-	Kerala State Apprenticeship Promotion Scheme
KSEB	-	Kerala State Electricity Board
KSITC	-	Kerala State Industrial Trainees Council
KSRTC	-	Kerala State Road Transport Corporation
KSWTD	-	Kerala State Water Transport Department
LMV	-	Light Motor Vehicle
LSGD	-	Local Self Government Department
LTC	-	Leave Travel Concession

MEDISEP	-	Medical Insurance Scheme for State Employees and Pensioners
MIS	-	Management Information System
MLA	-	Member of Legislative Assembly
MOU	-	Memorandum of Understanding
MP	-	Member of Parliament
MSME	-	Micro Small and Medium Enterprises
NAC	-	National Apprenticeship Certificate
NAPS	-	National Apprenticeship Promotion Scheme
NCC	-	National Cadet Corps
NCVT	-	National Council for Vocational Training
NIMI	-	National Instructional Media Institute
NPS	-	National Pension Scheme
NSDC	-	National Skill Development Corporation
NSQF	-	National Skills Qualifications Framework
NSS	-	National Service Scheme
NTC	-	National Trade Certificate
OJT	-	On Job Training
ORS	-	Oral Rehydration Solution
PD	-	Personal Deposit
PEN	-	Permanent Employee Number
PFMS	-	Public Financial Management System
PHC	-	Public Health Centre
PRAN	-	Permanent Retirement Account Number
PRISM	-	Pensioners Information System
PTA	-	Parents Teachers Association
PTS	-	Part Time Sweeper

RIC	-	Related Instruction Centre
RDSDE	-	Regional Directorate of Skill Development and Entrepreneurship
RTI	-	Right to Information
RTO	-	Regional Transport Office
RTS	-	Right to Service
SC	-	Scheduled Caste
SCVT	-	State Council for Vocational Training
SID	-	Skill India Digital
SIP	-	Skill India Portal
SLI	-	State Life Insurance
SPARK	-	Service and Payroll Administrative Repository of Kerala
SSLC	-	Secondary School Leaving Certificate
ST	-	Scheduled Tribe
STC	-	State Trade Certificate
STRIVE	-	Skills Strengthening for Industrial Value Enhancement
TA	-	Travelling Allowance
TC	-	Transfer Certificate
TDS	-	Tax Deducted at Source
TEN	-	Temporary Employee Number
T & P	-	Tools and Plant
TSB	-	Treasury Savings Bank
UD	-	Upper Division
VEELS	-	Vehicle Management and Location Tracking System
YIP	-	Young Innovators Programme



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# Executive Summary

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The success of contemporary governments to a great extent, rests on their ability to effectively mobilize and manage their varied resources. Governments, navigating the complexities of the modern world, must be agile in their response to evolving citizen needs, advances in technology, management and best practices. One of the inescapable facets driving this agility is the development and adoption of a strategic Human Resource Management (HRM) framework, a pre-requisite for aligning workforce capabilities with the dynamic demands of governance.

The development of Comprehensive Job Charts for cutting-edge personnel in the Industrial Training Department of the Government of Kerala is a strategic initiative directed towards achieving these requisites. This initiative, if strategically unleashed has the potential to enhance role clarity, streamline service delivery and optimize governmental efficiency. By establishing well defined job expectations, the project seeks to empower employees, minimize confusion and create a strong foundation for enhanced public outcomes, stakeholder engagement and governmental accountability.

The Comprehensive Job Charts elucidate key elements such as Job Titles, Job Summaries, Reporting and Supervisory Relationships, Job Specifications and Duties and Responsibilities. In addition, it encompasses Capacity Building Themes, Key Contacts and Cadre specific Competencies. By integrating these components, the project aims to create a comprehensive

framework that guides workforce planning, recruitment, career progression, incentivizing and thereby, performance itself.

The benefits of this project are manifold and extend to all categories of stakeholders. For the public, it promises an efficient and accountable service delivery. Employees on the other hand gain clear understanding of their roles leading to greater job satisfaction, performance and self-esteem. Supervision will be more purposive and evaluation of staff will be easier as expectations are well defined. For the government, this initiative leads to effective governance, optimal utilisation of resources and enhanced citizen satisfaction.

The project followed a structured methodology encompassing seven phases. These phases ensured that the outcomes are not only accurate and relevant, but also were aligned with the strategic objectives and operational realities of the department. Stakeholder inputs at various levels were integral to this process. Stakeholders comprising department officials, supervisors, frontline employees, beneficiaries and public were consulted in the process.

The adoption and institutionalization of these job charts may be a small stride at the moment. But, in time this will cause a giant leap towards enhanced public service delivery and good governance. Its successful implementation will serve as a model not only for other departments but set new benchmarks within the government sector, for the country as well.

“  
I think there's no higher calling  
in terms of a career than public  
service, which is a chance to  
make a difference in people's  
lives and improve the world

- Jacob Lew

”

# Chapter 1



## Introduction

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The public sector serves as the bedrock of governance, promoting social equity, economic resilience and democratic governance. Its reach extends much beyond the services we readily perceive, silently underpinning every aspect of our daily lives. It facilitates the realization of collective aspirations of the citizens and fostering an environment conducive to sustainable & inclusive development. It serves as a bulwark against systemic risks and inequalities, ensuring that no individual is left behind. In governance, achieving the last mile connectivity is both a challenge and a dream. As we delve deeper, it becomes evident that public sector's enduring relevance transcends mere governance; it is the linchpin upon which the fabric of our society is woven.

In the dynamic landscape of modern governance, the public sector has evolved beyond its conventional service delivery roles to handhold a spectrum of multifaceted responsibilities. These transitions have not been without its challenges. Despite earnest endeavours to enact reforms and foster innovation, outcomes often fail to align with governmental objectives, resulting in a pronounced gap between aspiration and actuality. These discrepancies not only diminish public expectations but also engenders grievances regarding service provision.

A notable hindrance to good governance lies in the tendency of reform initiatives to prioritize macro-level issues, neglecting the foundational and basic aspects of administration. This oversight obscures the delineation of roles and responsibilities within the government departments, leading to ambiguity among personnel, public and relevant stakeholders. Officials especially those working at the frontline lack clarity on how their roles



dovetail with departmental objectives. This lack of clarity can result in inconsistent public service delivery experiences, leaving the public feeling underserved and uncertain about whom to approach for their entitlements and services.

In stark contrast to the private sector, where job functions are meticulously defined, the public sector grapples with dearth of clarity regarding job delineations. Interestingly, the public sector is blissfully unaware about the existence of this gap, which permeates governmental outcomes. The absence of well-defined job charts leaves personnel in a permanent state of uncertainty, impeding their ability to perform optimally and hindering organizational efficacy. This results in a public perception of bureaucratic inefficiency, where accountability is unclear and responsibility is easily deflected.

Recognizing the imperative of addressing these challenges and enhancing the operational efficiency of government entities, the Development of Comprehensive Job Charts for Personnel at the Cutting-Edge Level has been initiated. This is a *sine qua non* for public administration and modern day governance.

## Project Genesis

The key milestones which lead to the project are indicated below:



### ***Second Central Administrative Reforms Commission Recommendations (2005-2009)***

- ◆ The Second Central Administrative Reforms Commission makes a pivotal recommendation to enlist job descriptions of each cadre while notifying the vacancies itself.
- ◆ The commission underscores the importance of mapping domain competencies based on the job descriptions for each and every job cadre.



### ***Kerala State Administrative Reforms Commission Recommendations (2016-2021)***

- ◆ Kerala State Administrative Reforms Commission recommends the adoption of a competency-based civil service framework in Kerala.
- ◆ Central to this recommendation is the imperative need for a meticulous delineation of duties and responsibilities pertaining to each cadre within each department.



### ***Right to Information Act 2005***

- ◆ The Right to Information (RTI) Act of 2005 mandates proactive disclosure of specific categories of information held by public authorities.
- ◆ Among the *suo moto* disclosures is the elucidation of duties and responsibilities assigned to officials, which upholds the ethos of transparency and accountability.



### ***Right to Service Act 2012***

- ◆ The Kerala State Right to Service Act, 2012 mandates the civil servants to be accountable for their functions, duties and obligations to the populace.
- ◆ Public service accountability can only be ensured by clear cut delineation of duties and responsibilities, thus public grievances could be effectively redressed and minimized.



### ***Rising Civic Consciousness and Public Expectations***

- ◆ There is an ever increasing and emerging demand from the public for a transparent delineation of duties and responsibilities of public authorities.
- ◆ The publication of job charts serves to inform individuals about the obligations of officials, elucidating their responsibilities and accountability.



### ***IMG's association with the Department of Administrative Reforms and Public Grievances (DARPG)***

- ◆ The projects and initiatives patronized by the DARPG and piloted by the IMG have been pivotal for quite a few recommendations of the Fourth State Administrative Reforms Commission of Kerala (2016 - 2021). Many of the recommendations are at various stages of consultation and implementation.
- ◆ IMG spearheaded the development of the Competency Framework at the cutting-edge level in four departments (2014-2019).
- ◆ IMG piloted the development of Citizen Rating Surveys in three departments as early as in 2014. The outcome was used to make training curriculums more relevant.
- ◆ The development of Citizen Score Cards in 2021 for Welfare Institutions of the Social Justice and Women and Child Development Departments were an eye opener for the departments and the first of this nature in the public sector of the country.
- ◆ These initiatives queered the ground for the development of a Comprehensive Job Charts, aligning responsibilities and facilitating enhanced organizational clarity and efficiency.



### ***Initiatives of the Department of Personnel and Training, Government of India (DoPT)***

- ◆ The National Training Policy 2012 mandates every public authority to categorize all positions with explicit job descriptions and necessary competencies, subsuming the importance of a clear delineation of duties and responsibilities.
- ◆ The DoPT has developed a Competency Dictionary in 2012 and an implementation toolkit for Competency-based Human Resource Management in Indian civil service. Enlisting the duties and responsibilities of each public authority is a prerequisite for its implementation.



### ***Initiatives of IMG***

- ◆ IMG conducts diverse capacity-building initiatives targeted at officials across various levels.
- ◆ A clear delineation of duties and responsibilities is indispensable for providing tailor-made and purposive training and nurturing a competent civil service.

## 1. United States of America (USA)

USAJobs is the official website of the United States federal government and serves as a centralized platform for listing civil service job opportunities across different federal agencies. The platform provides detailed job descriptions and eligibility requirements of various job cadres. This ensures purposive employment blended with increased civic satisfaction.

<https://www.usajobs.gov/>

## 2. United Kingdom (UK)

The UK Civil Service maintains an accessible portal where job descriptions for various roles are published. These descriptions clearly outline responsibilities, essential skills and behavioural expectations. The UK civil service emphasizes alignment with the Competency Framework, ensuring roles are well-defined and standardized across departments.

<https://www.civilservicejobs.service.gov.uk/csr/index.cgi>

## 3. Australia

Australia through its official job portal APS Jobs provides job descriptions for positions across various government departments and agencies, detailing the duties, responsibilities, required qualifications, etc., for each role.

<https://www.apsjobs.gov.au/s/>



Global Best Practices in



## Public Sector

### 4. Singapore

Singapore's Careers@Gov portal offers a centralized platform that provides detailed job descriptions across various government agencies. Each listing on the portal includes a thorough overview of job responsibilities, required qualifications and essential competencies. This approach ensures that the right talent is effectively identified and aligned with the strategic objectives of the government.

<https://www.careers.gov.sg/>

### 5. Netherlands

Netherlands official job portal, *Werken voor Nederland* provides job descriptions for roles across various ministries and agencies, detailing responsibilities, required qualifications and key competencies.

<https://www.werkenvoornederland.nl/>

### 6. South Africa

The South African Public Service Regulations mandates that government departments must compile job descriptions for each position. This ensures greater clarity, accountability and efficiency within the public service.

## Rationale for Developing Comprehensive Job Charts

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Modern day Governments face an array of expectations from the citizens and at times are subject to unjustifiable pressure to deliver efficient and quality services. Despite several reform initiatives, public service delivery often falls short due to a motley of reasons. Ambiguity in job roles, employee apathy, lack of ownership of responsibilities, poor supervision and coordination, demotivation among functionaries are significant human resource related issues. All these pinpoint to the need for evolving Comprehensive Job Charts among employees. The need for a comprehensive and structured approach to define the duties and responsibilities of government employees is therefore considered to be of paramount importance and concern.

### Enhancing Clarity and Accountability

Clearly defined job roles ensure accountability of employees and help the public understand roles and responsibilities of public functionaries in the larger context of departmental goals. Such clarity allows employees to remain focused, track their performance and departments to stay aligned with their objectives.

### Improving Service Delivery

Ambiguity in roles and unclear functional linkages lead to delays and inefficiencies, denting public satisfaction. Comprehensive Job Charts streamline processes, enhances communication and ensures consistent service delivery, helping departments addressing citizens' needs and garnering public trust.

### Directionless Employees

The lack of defined roles forces employees to struggle at their workplaces leading to inefficiencies and frustration. Such disarray hampers innovation

and problem-solving, demotivating public functionaries and citizens. Hence the adoption of a Comprehensive Job Charts drives a sense of purpose and help employees, employers and departments to remain focused.

### Facilitating Skill Development and Training

Clearly defined roles enable targeted and purposive training programs. A structured framework allows departments to offer training aligned with job requirements, fostering a competent and motivated workforce with a preparedness to handle emerging challenges.

### Disparity in Public Service Quality Standards

Indian *diaspora*, accustomed to high-quality service standards abroad, encounters unprofessional public service in their motherland. Developing Comprehensive Job Charts for public authorities aim to bridge the expectations and gap. This initiative standardizes and enhances service delivery, ensuring that our *diaspora* are offered public services comparable with international standards.

### Supporting Strategic Human Resource Management

Systematic role classification aids workforce planning and resource allocation. By understanding specific skills and responsibilities, policy makers and departments could recruit and retain the right talent.

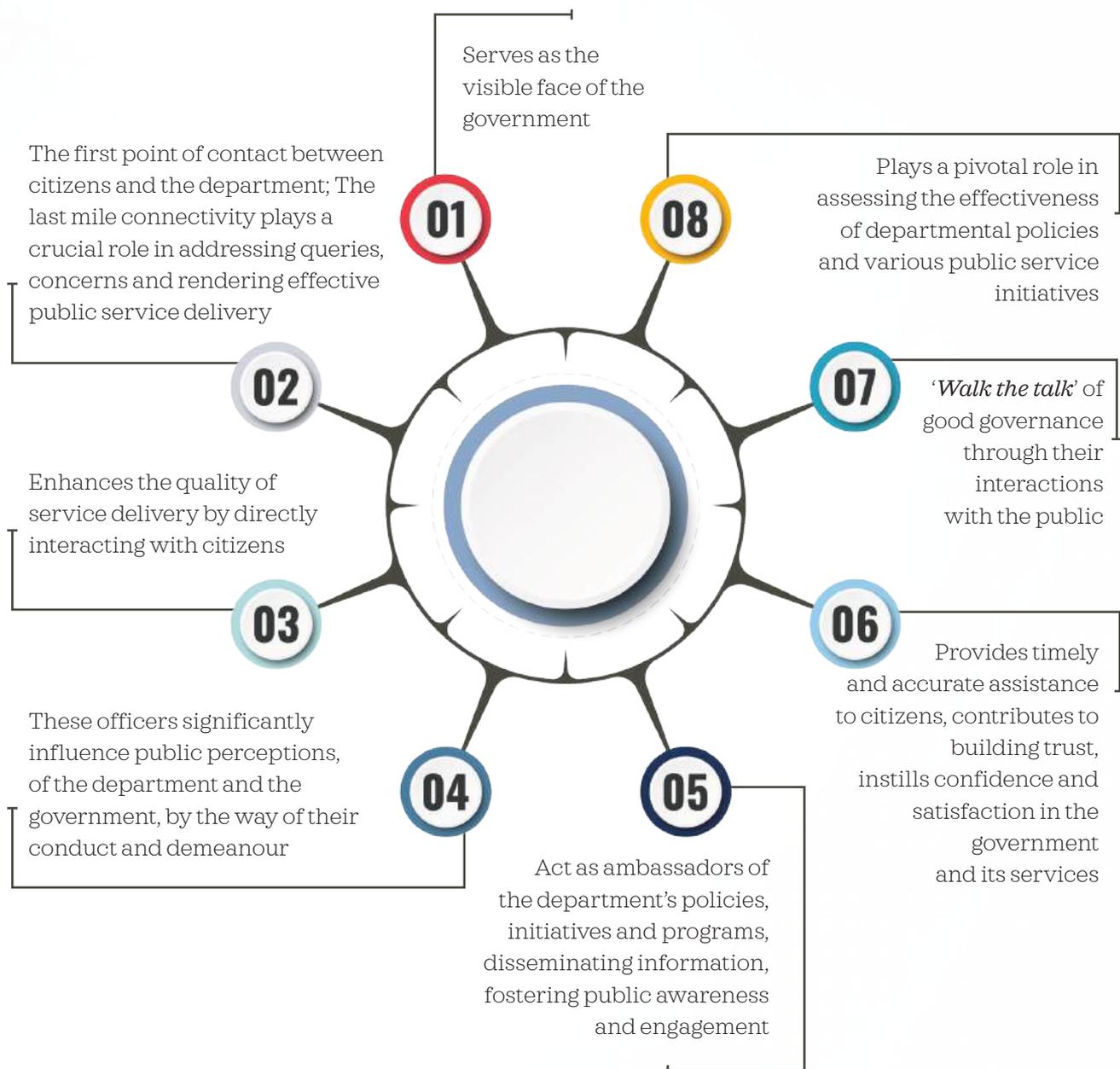
## What are Job Charts?



## Components of Job Charts

<b>Job Title</b>	This reflects the position title within the department.	
<b>Job Summary</b>	A brief on the job depicting the overall purpose and its main objectives.	
<b>Reporting and Supervisory Relationships</b>	This includes the position (s) to which the job holder reports and any positions s/he may supervise.	
<b>Job Specifications</b>	The qualifications, knowledge, skills and attributes required for effective functioning of the job role.	
	<b>Qualifications</b>	These are the academic or professional qualifications required to perform the job.
	<b>Physical and Mental Attributes</b>	These are the physical and other health requirements needed to perform the job effectively.
	<b>Entry Level Attributes</b>	This refers to specific qualities, characteristics or the entry behaviours that are desirable or essential for the successful performance of particular job role.
	<b>Skills and Abilities</b>	These are the general skills and abilities required to perform the job which are to be progressively assimilated.
	<b>Working Conditions</b>	This captures the working environment for the job, including any physical requirements, working hours, travel requirements, etc.,
	<b>Other Requirements</b>	These refer to other requirements that are necessary to perform the job.
<b>Duties and Responsibilities</b>	The duties and responsibilities associated with the job role.	
<b>Capacity Building Themes</b>	The capacity building themes or the training aspects required to be perform the duties and responsibilities in a prescribed manner.	
<b>Competencies</b>	The key competencies required for optimal performance of the job.	
<b>Key Contacts</b>	Functionaries within or outside the department with whom officials communicate and collaborate, beyond their reporting and supervisory relationships.	

## Vitality of Cutting-Edge Level/Frontline Officers



“  
Every discourse, even a poetic or oracular sentence, carries with it a system of rules for producing analogous things and thus an outline of methodology.

- Jacques Derrida

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# Chapter 2



## Methodology

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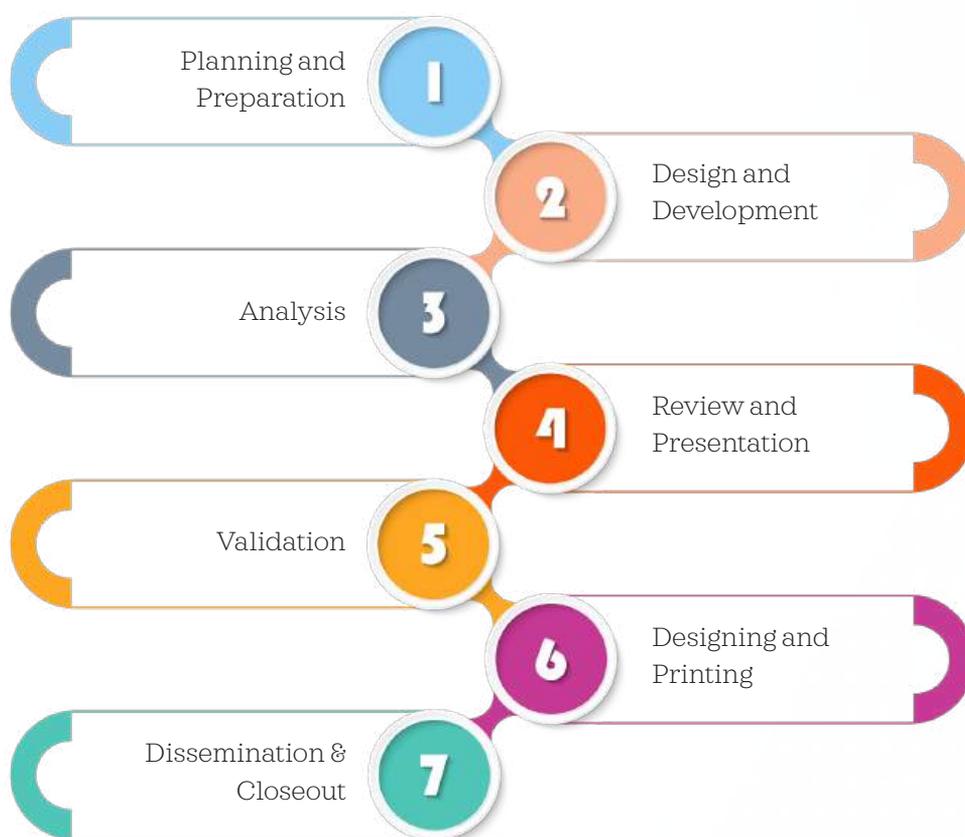
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The project on Comprehensive Job Charts for Cutting Edge Personnel of Industrial Training Department significantly contributes to Governance Process Reengineering, offering a potent means to enhance administrative efficiency and effectiveness. It has the potential to leverage institutional knowledge, streamline governmental operations

and promote accountability. The project impacts the stakeholders positively and is aligned with the strategic goals of the department, thereby bolstering public service delivery and governance quality.

The methodology was thoughtfully crafted comprising **Seven phases** as follows, preceded by an **Incubation**:



The project was initiated with an understanding that the phases and activities could not be strictly compartmentalized, offering a scope for adaptability and improvement. As the project

progressed, continuous feedback loops were integrated to ensure that each phase was not only responsive to the needs of the departments but also constituted to the forthcoming plans.

## Stages Traversed:

### Incubation:

The Incubation phase signalled the initiation of the project. This phase focused on ensuring departmental synergy and constitution of the project executive team. Key milestones included onboarding the departments with a clear understanding of the project scope and anticipated benefits. The project executive team was constituted deploying RACI Matrix.



### Planning and Preparation:

The Planning and Preparation phase was the bedrock on which the project organization was built. Departmental task forces were constituted with clear charters and leadership roles. Inception meetings with departmental nodal officers and key officials provided clarity on stakeholder expectations which helped to establish the project baselines. The identification and mapping of various cutting-edge level job cadres were then diligently carried out. The approach and methodology were meticulously laid out, incorporating scope statements, business cases and an Integrated Management Plan (IMP). The final approach was refined using the BOSCARD technique and Approach Analysis, ensuring its alignment with the project's objectives.



### Design and Development

The Design and Development phase proved to be pivotal in shaping the project's structure and deliverables. Preliminary workshops were conducted with task force members focusing on stakeholder engagement, developing communication plan and creating Work Breakdown Structures (WBS). The project deliverables were confirmed through the MoSCoW Prioritization Method. The job cadres were finalized, accommodating the inevitable scope creep. This increased the number of cadres from the originally envisaged 25 to 27. Roles and responsibilities of job cadres were identified using a methodology mix comprising SWOT, PEST and Lean Delphi Analysis. Organizational structures and linkages were clearly delineated in the process. Secondary data collection was carried out through Archival Research and Data Mining aligned with the WBS.

Consultative meetings with task force members ensured congruence with the project's defined scope and objectives. Job descriptions, encompassing key project facets such as job summaries, specifications, duties and responsibilities, skill gap analysis and HR management plans, were developed through a series of consultations. This provided an in-depth clarity. This in turn was supplemented by documentation of RAID log. The Focus Group Discussions (FGDs) and Institutional Visits (IVs) were undertaken, aligning with the project's traceability matrix. FGDs were conducted iteratively to identify organizational enablers, while Institutional Visits were conducted for root cause analysis, data validation, regulatory adherence and performance assessment. The phase concluded with the contextualization and consolidation of the outcomes.



### **Analysis:**

The Analysis Phase focused on evaluating the outcomes derived from the previous phases. A gap analysis was conducted to identify areas of improvement, using SWOT and Six Sigma Analysis. Inputs and feedback from stakeholders were also gathered. This was done through structured interview schedules and document reviews. Job attributes and competency mapping were done using benchmark frameworks, incorporating techniques such as 360-Degree Feedback and Behavioural Event Interviewing.

The degree of alignment of outcomes with departmental goals was then assessed through Goal Alignment Reviews. Compilation and authoring of initial deliverables were initiated using Agile Documentation Practices. This focused on chunking to ensure cohesion and coherence. The development of the first draft therefore signalled the initiation of documentation journey. Job descriptions were developed in Malayalam, utilizing translation and localization tools.

### **Review and Presentation:**

The Review and Presentation Phase focused on refining the first draft of the job charts. This was accomplished through the use of RACI Matrix and Change Management Techniques. Consultations with departmental Nodal officers and key officials were conducted at this phase to build consensus. Additional consultations with subject matter experts and stakeholders were attempted to ensure quality and inclusiveness. This was facilitated through Knowledge Transfer Sessions. Following these, the second draft was developed.

### **Validation:**

This phase involved the formal validation of job descriptions by designated department officials, which was drawn from Cross-Functional Teams. The review and finalization of the job charts were completed adhering to various documentation standards, ensuring quality and compliance criteria.

### **Designing and Printing:**

The Designing and Printing phase stressed on finalizing the design metrics elements such as layouts, colour schemes and fonts. The e-book layouts were also completed. This was followed by the printing of the final reports.

### **Dissemination and Closeout:**

The Dissemination phase involved the sharing of the job charts with a wider audience including stakeholders & policy makers. The deliverables included the final report, handbook on duties and responsibilities in Malayalam and e-books.

The Closeout phase focused at providing handholding support to the department and sharing the deliverables with stakeholders, ATIs and other states. This phase ensured that project outcomes and deliverables are used for furthering good governance.

## Comprehensive Job Charts for Cutting Edge Personnel of the Industrial Training Department

ACTIVITY TIMELINE						
Phase	Time Period	Activities	Status	Milestone	Remarks	
I	Incubation Period Feb - Mar '23	Ensuring Departmental Synergy and Cooperation	Achieved	Department grasped the Project scope and anticipated benefits	Project Kickoff was done	
		Constitution of Project Team and Project Office	Constituted	Established executive team roles and responsibilities	Project team constituted using RACI Matrix	
	Planning and Preparation Apr '23	Constitution of Departmental Taskforce	Constituted	Taskforce charter and leadership roles were delineated	Task force constituted as per schedule	
		Inception Meetings with Nodal Officers & Key Officials	Completed	Department and Stakeholders expectations were elicited; Baselines formulated	Open candid discussions conducted	
		Identification of Job Cadres	Identified	Various frontline job cadres were sketched out	Job Cadres identified	
		Preparation of Approach and Methodology	Achieved	Scope Statements and Business Cases chalked out; Integrated Management Plan duly formulated	Approach and Methodology finalized based on the project portfolio with aid of BOSCARD technique and Approach Analysis	
II	Design and Development Apr - Dec '23	Preliminary workshops with taskforce members	Concluded	Stakeholder Engagement, Communication and Action Plan for various course of activities devised; Work Breakdown Structures created	Preliminary Workshop was conducted and project deliverables were confirmed through MoSCoW Prioritization Method	
		Finalization of Job Cadres	Completed	The emergence of Scope Creep factored; Resources rationalized	Number of job cadres increased to 27 from originally envisaged 25 without any other financial implications	

					Comprehending the roles and responsibilities of job cadres	Achieved	Organizational Structures and linkages to the job cadres were identified	Roles and responsibilities were comprehended deploying SWOT, PEST and Lean Delphi Analysis
					Secondary Data Collection from Orders/Circulars/Internal documents etc.,	Completed	Scope of the Data Collection was defined as per the WBS Structures	Secondary Data were collected through Archival Research and Data Mining
					Consultative Meetings with Task Force Members	Completed	Congruence with defined project scope and objectives ensured.	Task force Consultative Meetings were completed
					Writing Job Descriptions	Completed	Key project facets such as Job Summary, Job Specifications, Skill Gap Analysis, Staffing Profile, Duties and Responsibilities and HR Management Plan were analyzed	Job descriptions were clearly defined and documented through a series of consultations. RAID log was documented for role clarity and proficiency
					Focus Group Discussions	Completed	FGD were undertaken as an iterative development strategy	Identified organizational enablers
					Institutional Visits	Completed	Root cause analysis	Validated data, verified regulatory adherence and assessed key performance indicators.
					Contextualizing and consolidating derived outcomes	Consolidated	The outcomes were dovetailed	Synthesis of derived information and insights were dovetailed for a consolidated and coherent picture
III	<b>Analysis</b>	Oct -Jan '24			Analysis of the derived outcomes with the designated framework	Completed	Analysis for Quality and Compliance	
					Discernment and areas of improvement	Completed	Gap Analysis	Analysed through SWOT Analysis and Six Sigma Analysis

			Solicitation of Inputs and Feedback from stakeholders	Engagement Plan Devised	Stakeholder Engagement and Consultation	Inputs and feedbacks were analysed through structured interview schedules and document review
			Finalization of Job Attributes	Finalized	Job Profiling and Evaluation	Job Attributes were comprehended and finalized
			Competency Mapping	Completed	Benchmark Competency Frameworks	Employed techniques such as 360-Degree Feedback / Behavioral Event Interviewing, etc.,
			Verification of outcomes with the department goals	Verified	Goal Congruence Validation	Verified through Departmental Goal Alignment Review
			Compilation and Authoring	Completed	Initial Deliverable Achievement	Compiled and authored through Agile Documentation Practices, Chunking, etc.; Ensured cohesion & coherence
			Development of First Draft	Developed	First Iteration	Solid Foundation for further advancement
			Development of Draft Job Descriptions in Malayalam	Developed	Localization of Job Descriptions	Developed through Translation and Localization Tools/Resources in Malayalam
			Review duties and responsibilities based on the first draft	Reviewed	Optimization of Duties and Responsibilities; Role Refinement	Analyzed through RACI Matrix and Change Management Techniques
IV	Review and Presentation	Jan - Apr '24	Consultation with Departmental Nodal Officer and Key Officials	Consulted	Consensus Building	

			Consultation with subject matter experts, department officials, individuals	Consulted	Quality Enrichment and Inclusiveness	Completed through Knowledge Transfer Sessions
			Finalize the second draft of Job Charts	Finalized	Second Iteration	Finalized after analysis of document revision log, RAID log and stakeholder feedback integration
			Finalize Job Descriptions in Malayalam	Finalized	Job Descriptions Developed in Malayalam	
V	Validation	May - Jun '24	Validation of outcomes with Key Officials	Validated	Job Descriptions Validated	Validated by a Cross Functional Team
			Review and Finalize Job Charts	Finalized	Job Chart Finalized	Finalized adhering to various documentation standards
VI	Designing and Printing	Jun - Sep '24	Design	Completed	Layouts, colour schemes, fonts and other elements finalized	e-Books layout completed
			Print	Completed	Printing Completed	
VII	Dissemination & Closeout	Oct - Nov '24	Dissemination Meeting	Conducted	Dissemination of Job Charts to a wider audience	<b>Deliverables:</b> Comprehensive Job Charts, Handbook on Duties and Responsibilities & e-books
			Closeout	Completed	Handholding support for Department & Distribution of deliverables to other departments/ATIs/ Other states	Deliverables used for HRM Practices



- ◆ **Agile:** Agile development proceeds as a series of iterations or sprints, with incremental improvements made in each iteration.

- ◆ **Approach analysis:** This is used to examine the various methods by which a project's goals may be achieved.

- ◆ **Baseline:** A baseline is a fixed starting point that helps teams measure their progress and assess their project's performance.
- ◆ **BOSCARD:** A project management tool that helps define and plan a project's key terms of reference.
- ◆ **Business Case:** A documentation of the potential outcomes of the project, including benefits, cost and effects.
- ◆ **Change Management Plan:** A Change management plan details the change control process. It is created to ensure all changes are managed according to procedure.
- ◆ **Delphi technique:** The Delphi technique is a structured communication method that involves a group of experts answering questionnaires in rounds to reach a consensus.
- ◆ **Integrated Management Plan:** Details on the integration planning and how changes to project aspects will be managed.
- ◆ **Key performance indicator (KPI):** A Key performance indicator is a metric for measuring project success.
- ◆ **Kickoff meeting:** The first meeting between the project team and the stakeholders.
- ◆ **MoSCoW:** The MoSCoW prioritization method is a framework for organizing tasks and prioritizing requirements during the course of the project.
- ◆ **Organizational enabler:** Any practice, tool, knowledge or skill base that facilitates an organization's pursuit of its objectives may be termed an organizational enabler.
- ◆ **PEST analysis:** A PEST analysis examines how political, economic, social and technological factors might affect a project.
- ◆ **Project scope statement:** A project scope statement details what a project is meant to achieve and describes the deliverables expected.
- ◆ **RACI Matrix:** A RACI matrix or responsibility assignment matrix, is a chart that helps teams identify and assign roles and responsibilities for tasks, milestones and deliverables in a project.
- ◆ **RAID log:** A RAID log is a project management tool that helps identify and track risks, assumptions, issues and dependencies (RAID) in a project.
- ◆ **Scope creep:** Scope creep is when a project's scope expands after it has started, resulting in additional deliverables, activities or requirements.
- ◆ **Six Sigma:** An approach to process management that focuses on the near total elimination of product or service defects. It uses quality management methods to improve and optimize processes involved in the development so that outcomes are defect-free.
- ◆ **Work Breakdown Structure (WBS):** A Work Breakdown Structure (WBS) is a project management tool that breaks down a project into smaller components to help teams manage and complete it.

“

It is possible to fly  
without motors, but not  
without knowledge and skill

- Wilbur Wright

”

# Chapter 3



## Industrial Training Department

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## Industrial Training Department

The Industrial Training Department, Government of Kerala provides Skill and Apprenticeship training to the youth through Industrial Training Institutes (ITI's) and Related Instruction Centres (RICs). The Department is designated as the state-level nodal agency for implementing various skill development activities of the Director General of Training, Ministry of Skill Development and Entrepreneurship, Government of India. The Department Director (alias Director of Training)

is the State Apprenticeship Advisor who is in charge of implementing Apprenticeship training in various establishments. The department is implementing two major schemes introduced by the DGT, namely Craftsman Training Scheme and Apprenticeship Training Scheme through various Government and private institutes in the state. Through the strategic utilization of state-of-the-art technologies for training delivery, the department significantly enhances the employability of its trainees.

### Relevance of Industrial Training Department:



“  
Malayalam Handbook on  
Duties and Responsibilities of the  
Industrial Training Department  
unveiled by Hon. Chief Minister of  
Kerala **Shri. Pinarayi Vijayan.**  
”





*Snippets  
of the Journey...*





“

I guarantee you will discover that while public service improves the lives and the world around you, its greatest reward is the enrichment and new meaning it will bring your own life.

- Arnold Schwarzenegger

”

# Chapter 4



## Comprehensive Job Charts

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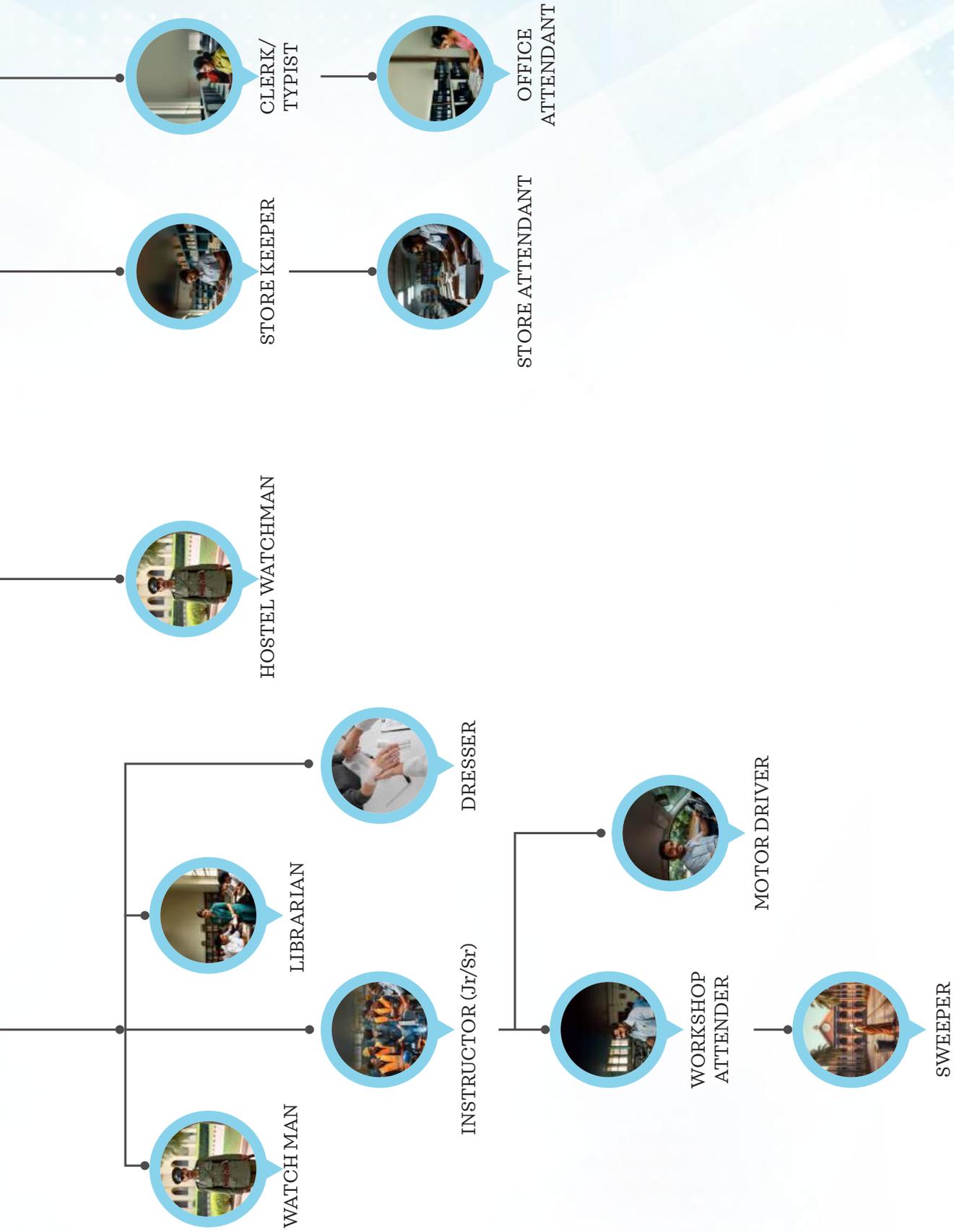




# Industrial Training Institute

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Typist	155
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Store Keeper	167
Store Attendant	175
Watchman	181
Sweeper	187
Dresser	193
Librarian	199
Assistant Hostel Superintendent	205
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# Principal – I

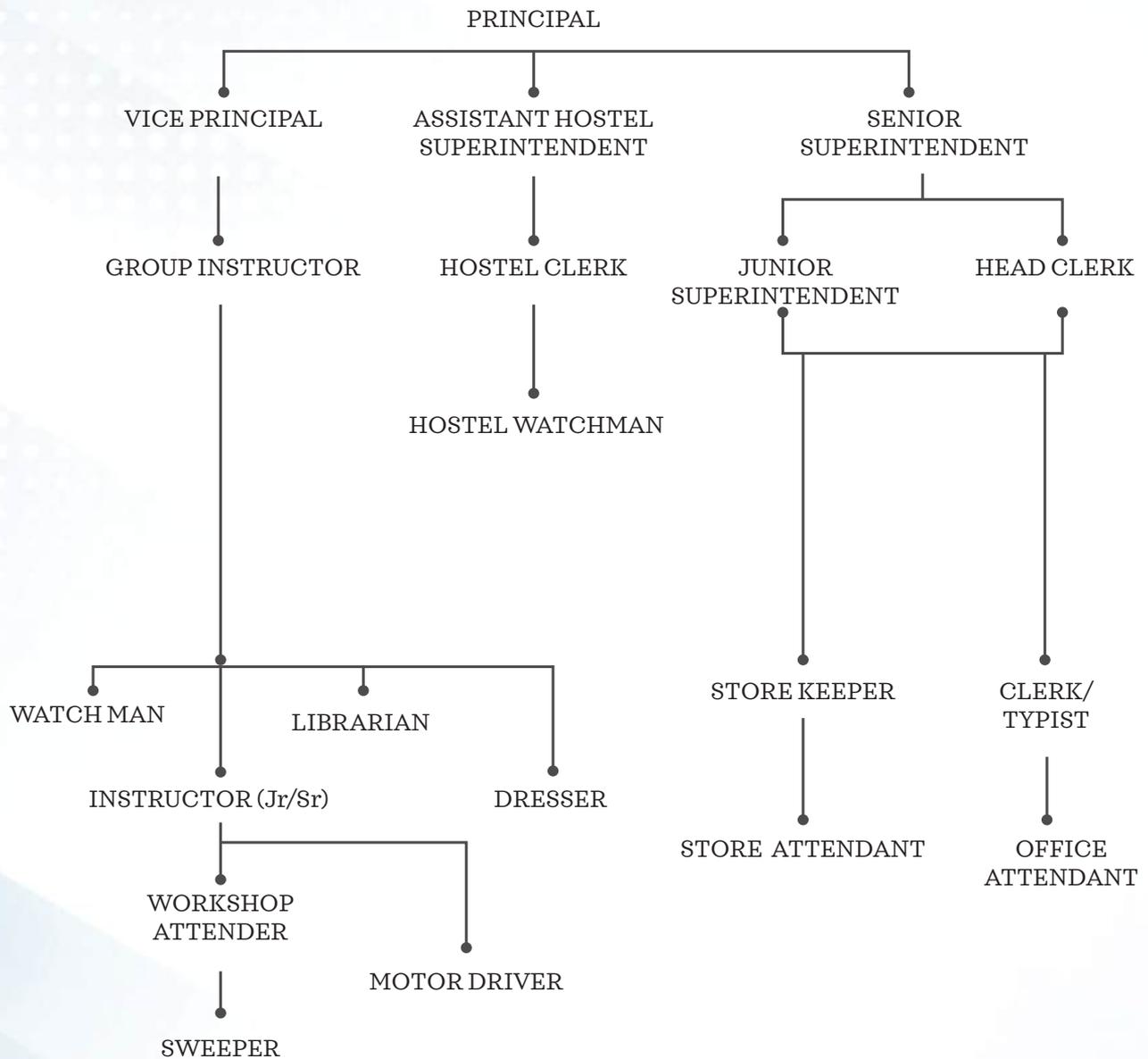


## Job Summary:

The Principal of the Industrial Training Institute is responsible for the comprehensive administration and management of the institute. S/he is responsible for overseeing academic and training programs, ensuring financial compliance, fostering industry partnerships, maintaining discipline and facilitating extracurricular activities. S/he is committed for driving excellence in vocational training and promoting a conducive learning environment for both staff and trainees.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Promotion from feeder category i.e, Principal-II/Vice Principal/Training Officer
- ◆ A degree in the appropriate branch of Engineering/Technology from a recognized University or equivalent with five years' experience.

#### OR

Diploma in the appropriate branch of Engineering/Technology from a recognized board/institution or equivalent with eight years' experience in a workshop or factory or concern of repute engaged in production or teaching in a recognized institution.

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Leadership Orientation: Ability to guide, supervise and inspire subordinates.
- ◆ Decision-Making Capacity: Ability to make informed and timely decisions on staffing, admissions, training and procurement.
- ◆ Detail-Oriented: Ensuring precision in managing records, files and certifications.
- ◆ Adaptability: Willingness to implement changes for institutional improvements.
- ◆ Industry Acumen: Deep understanding of industrial trends, emerging technologies and workforce demands.
- ◆ Communication: Essential for liaising with industry partners, staff, trainees, government agencies and public.
- ◆ Problem Solving: Aptitude to identify and address challenges, academic and administrative, with innovative and practical solutions.
- ◆ Strategic Planning: Ability to develop and execute long-term strategic plans to enhance the institute's performance, infrastructure and academic pursuits.

### Skills and Abilities (To be assimilated progressively):

- ◆ Financial Management: Proficiency in budgeting, financial planning and resource allocation.
- ◆ People Management: Strong interpersonal skills for effectively managing a diverse workforce, resolving conflicts and promoting a positive work environment.
- ◆ Curriculum Development: Capability to design training programs that align with industry standards.
- ◆ Networking: Building and maintaining relationships with industry leaders, government officials and stakeholders.
- ◆ Data Analysis: Utilizing data-driven insights to evaluate the institute's performance, identify areas for improvement and make informed decisions.

- ◆ Conflict Resolution: Skill in addressing grievances and conflicts within the institute.
- ◆ Tech Proficiency: Competency in leveraging educational technology and digital tools.
- ◆ Adaptability: Capacity to adapt to evolving educational trends, industry changes and government policies.

### **Working Conditions:**

- ◆ The Principal should have willingness to work for extended hours, as and when required.
- ◆ Adequate office space and should be equipped with a computer with seamless internet access.

### **Other Requirements:**

- ◆ The Principal must stay updated on current laws, Government Orders, rules, guidelines, proceedings, regulations etc., related to the Industrial Training Department.
- ◆ The Principal should be well aware of the training manual for industrial training institute.



## **Duties and Responsibilities**

### **A) Administration:**

1. Guide, supervise and manage various activities of subordinate staff members of the institute.
2. Maintain pertinent details of all staff members of the institute.
3. Initiate action to fill vacant positions in the institute.
4. Verify and certify various updates in the service book of staff members.
5. Administer and maintain the leave records of all staff members of the institute.
6. Approve all leaves, up to 90 days, of Non-Gazetted staff.
7. Approve increments and earned leave surrender for non-Gazetted staff members of the institute.
8. Oversee the joining and relieving of officials in accordance with relevant order/proceedings.
9. Appointment of Last Grade servants.
10. Issue memos to staff members of the institute as part of disciplinary proceedings.
11. Evaluate Confidential Reports of subordinate staff members.
12. Ensure daily staff attendance and punctuality standards among staff members.
13. Organize and facilitate refresher and skill-enhancement training for all staff members of the institute.
14. Initiate and oversee CITS certification activities of Instructors.
15. Allocate staff quarters in compliance with existing rules & regulations.
16. Foster professional development and quality standards among staff members.
17. Support trainers in participating in advance training, including technology based professional and capacity development programs.
18. Ensure the availability of adequate infrastructure in the institute (seating, writing tables, file storage and ICT facilities) for efficient work conduct.

19. Monitor and close daily attendance of technical staff.
20. Ensure movements of officials are recorded in the movement register during office hours.
21. Ensure adherence to requisite measures to maintain a clean, organized and well- lit campus and office.
22. Monitor the flow of files between various officials.
23. Direct staff to maintain machinery and equipments in good working order.
24. Ensure the enrollment of newly appointed employees in GPF, GIS, SLI, NPS, GPAIS, MEDISEP, SPARK, etc.,
25. Ensure the safe custody of cheque books, passbooks and official records.
26. Ensure the proper functioning of the e-office system in all sections.
27. Distribute receipts accurately and label them appropriately.
28. Regularly review pending files in each section.

**B) Admission Management:**

1. Execute admission procedures in accordance with the established norms.
2. Oversee the overall admission process.
3. Ensure all the training seats are filled through extensive publicity campaigns.
4. Enhance career counselling and raise awareness of ITI Trades/benefits/opportunities among female, youth, SC, ST, minority and other marginalized sections of the society.
5. Oversee and conduct studies to identify and address entry barriers and challenges faced by local youth especially women, disadvantaged communities and work towards their inclusion.
6. Oversee the preparation of applicant rank list for admission.
7. Ensure applicants are promptly notified regarding interview/admission counselling sessions.
8. Thoroughly verify documents and ensure completion of the admission process.
9. Ensure the collection of prescribed fees and other funds.
10. Verify and approve admitted trainee details in the Skill India Portal.

**C) Training:**

1. Facilitate orientation programs for trainees and parents.
2. Ensure strict adherence to safety measures in the institute.
3. Oversee adequate security arrangements.
4. Ensure prompt provision of medical aid/first aid in emergency situations.
5. Approve and implement curriculum-aligned timetables.
6. Monitor adherence to the prescribed training schedule by Instructors.
7. Allocate job shifts for instructional and support staff efficiently.
8. Supervise and maintain adequate training materials.

9. Ensure compliance with training program schemes.
10. Oversee close supervision by group instructors over instructors and workshop attendants through Vice-Principal.
11. Foster strong bonds between trainees and instructional staff.
12. Regularly review training feedback from trainees and staff.
13. Implement remedial measures to reduce dropout rates.
14. Issue identity cards for trainees.
15. Issue proper certificate to concerned department for trainees' travel concession tickets/ cards.
16. Implement effective measures to maintain discipline in trainees' hostel.
17. Disperse stipends to eligible trainees.
18. Ensure provision of noon meals/nutrition program facilities to all trainees.
19. Monitor monthly/periodic evaluations.
20. Ensure the usage of NSQF document properly by instructors.
21. Monitor NSQF - compliant assessment of trainees.
22. Conduct weekly general assemblies for trainees.
23. Oversee trainees' council elections and related activities.
24. Issue certificates as per norms to trainees for various scholarships.
25. Maintain and enforce discipline among staff and trainees.
26. Issue warning memos to trainees as per the training manual.
27. Initiate disciplinary actions against trainees as per the training manual as required.
28. Issue transfer certificates and course & conduct certificates.
29. Conduct supervisory staff meetings regularly.
30. Conduct monthly meetings of staff members.
31. Exert rigorous supervision to ensure trainees receive quality training.
32. Conduct periodic internal inspections to maintain and enhance training efficiency.
33. Enforce uniform dress code for all trainees.
34. Ensure availability of syllabi for all trades.
35. Monitor availability of prescribed instructional materials.
36. Promote library utilization among staff and trainees.
37. Ensure adequate facilities, including toilets and drinking water.
38. Foster access to sports and recreational facilities.
39. Ensure Women Amenity Centre for Female Staff & Trainees.
40. Oversee On-the-Job Training (OJT) and group projects for all trainees.
41. Encourage and guide trainees' innovative projects and ideas.

42. Ensure trainees insurance coverage.
43. Ensure proper working of machinery and equipments in trade.
44. Ensure the publication of success stories of trainees in the institute's website.

**D) Procurement:**

1. Monitor the process of receiving indents requirements from instructors based on syllabus/ revisions.
2. Supervise the purchase of necessary raw materials for training purposes.
3. Submit procurement proposals for Tools and Equipment item to the Directorate.
4. Authorize administrative sanctions for raw material procurement and invite quotations/ tenders accordingly.
5. Issue purchase sanctions and supply orders as required.
6. Maintain up-to-date records in the Stock Register for the Store and relevant sections.
7. Ensure prompt payment to suppliers upon satisfactory delivery.
8. Submit procurement proposals for raw materials in accordance with established norms.
9. Verify and guarantee compliance with EMD, Warranty, Guarantee and AMC as applicable.
10. Oversee the process of tool, equipment and machinery condemnation as per established norms.
11. Coordinate auction activities in adherence to established guidelines.
12. Procure adequate number of books and periodicals for the library.
13. Maintain accurate and periodic accounting and verification of store inventory.

**E) Trade Test, Certification & Placement:**

1. Supervise trainee attendance records.
2. Monitor formative assessment details provided by instructors.
3. Authorize attendance and formative assessment entries in the Skill India portal.
4. Oversee the collection and remittance of examination fees from trainees.
5. Verify and approve eligible trainee details in the Skill India Portal.
6. Review and confirm the eligibility of admitted trainees for the All India Trade Test.
7. Receive trade test applications from trainees.
8. Ensure the distribution of hall tickets to eligible trainees.
9. Arrange examination centers and examiners for the conduct of trade test.
10. Conduct inspections of trade test centers and resolve any discrepancies/ inadequacies.
11. Ensure prompt collection of attendance records and practical mark sheets & annexures from examiners.
12. Ensure examiners enter attendance and marks in the Skill India Digital portal.
13. Ensure timely issuance of certificates to successful trainees.
14. Coordinate and oversee convocation ceremonies.

15. Ensure the completion of Skill India Digital portal and SCVT activities related to results and certification.
16. Establish and maintain relationships with job markets and employers.
17. Periodically invite new employers to the institute for placement drives and career progression opportunities.
18. Monitor the records of graduates and their career advancement.
19. Monitor the various follow-up procedures of graduates.
20. Organize job fairs and placement drives regularly.
21. Monitor the placement or apprenticeship status of former trainees on a regular basis.
22. Supervise and coordinate industrial visits and other industry exposure activities.
23. Emphasize the importance of entrepreneurship education and training, through collaboration with business practitioners.
24. Promote start-up initiatives.
25. Facilitate activities to enhance job placement.
26. Organize training and awareness programs to develop grooming and soft skills in trainees, equip them to compete in the global job market.
27. Ensure and oversee the proper functioning of production centers.

**F) Accounts, Bills & Cash:**

1. Ensure timely preparation and certification of staff payrolls.
2. Ensure bill registers, cheque registers and all relevant records are up to date with all relevant entries.
3. Oversee the timely preparation and certification of staff allowances, medical reimbursements, wages/remuneration and LTC bills.
4. Authorize and certify, GPF advances, withdrawal, bonuses, festival advances, TA, DA advance bills, etc.,
5. Manage the preparation and certification of bills related to CITS schemes, HBA matters etc.,
6. Oversee activities related to Income Tax, GST, TDS and other taxation matters.
7. Submit financial statements as required.
8. Ensure and monitor cash disbursements to staff/trainees under various accounts.
9. Verify the monthly cash book.
10. Ensure the collection of EMD, Security Deposits and other receipts based on proper documentation.
11. Periodically verify balances under various heads.
12. Maintain all necessary registers accurately.
13. Ensure the collection and remittance of professional tax to LSGD.
14. Monitor the reconciliation of accounts from the treasury and the AG.
15. Ensure the prompt remittance of various recoveries from salaries.

16. Facilitate the timely disbursement of caution money and security deposits to trainees.
17. Ensure the collection and deposit of security deposits and disburse them after the prescribed period mentioned in the contract.
18. Ensure the timely preparation, drawl and disbursement of various contingent bills, such as Electricity bill, telephone charges, water charges, purchase bills etc.,
19. Manage the collection and remittance of the cost of tender forms.
20. Ensure the prompt payment for items procured through GEM.
21. Collect and remit auction money as required.
22. Maintain an up-to-date stock register for all items purchased for office use, including electronic items and computer peripherals.
23. Process pensioner benefits for employees.
24. Collect and safeguard the annual property statements submitted by employees.
25. Periodically verify all registers for accuracy.
26. Conduct verification of vehicle and generator logbooks, if applicable, before approving fuel charges.
27. Authorize and forward online transfer requests of all staff members.

**G) As Member Secretary of IMC:**

1. Prepare meeting agenda for the General Body and Governing Council in consultation with the Chairman of IMC society.
2. Convene meetings of IMC efficiently.
3. Maintain precise records of meeting proceedings and forward all necessary documents, papers and related information to chairman.
4. Manage and administrate the IMC society's day-to-day operations.
5. Perform duties, functions and exercise powers under the overall guidance of the Governing Council's Chairman and the Society's Rules and Regulations.
6. Plan, direct, coordinate, organize and oversee the society's daily activities.
7. Develop a concrete operational plan of action for the year, including a revolving action plan for subsequent periods, in consultation with the Governing Council, along with budget estimates.
8. Report policy matters and achievements to the Governing Council and delegate responsibilities to other officers if necessary.
9. Present the Governing Council's report at the Society's annual general meeting.
10. Set operational targets, propose measures and methods to achieve them, implementing them after the Governing Council's approval.
11. Submit the annual budget for the succeeding year at least six months before the close of the Financial Year and seek funds from the State Government if required, after obtaining an approval from the Governing Council.
12. Provide audited statements of accounts for the preceding year no later than three months after the end of the Financial Year.

13. Submit any other reports as required by the Governing Council as and when necessary.
14. Report to the Governing Council on all capital and recurring expenditures.
15. Authorize and incur expenditures following the procedures outlined in the bylaw and within the delegated authority set by the Governing Council.
16. Execute deeds and documents on behalf of the Society.
17. Authenticate documents and proceedings as required by the Society.
18. Renew the IMC's registration periodically.

**H) Industry Linkage & Production Centre:**

1. Strengthen industry linkages and establish strategic tie-ups.
2. Initiate formal agreements with companies and corporate groups through Memorandums of Understanding (MoUs) or Memorandums of Association (MoAs) to delineate areas of cooperation and shared responsibilities.
3. Secure Corporate Social Responsibility (CSR) funds from partnering companies for institutional developments.
4. Coordinate and execute various skills development programs in collaboration with industry partners.
5. Facilitate the continuous skill enhancement of ITI instructors through industry collaborations.
6. Allocate resources for employment promotion activities targeted at females and disadvantaged sections of society.
7. Promote and oversee the production and sale of goods and services during practical training sessions.
8. Ensure the proper accounting and disposal of manufactured products in accordance with relevant rules and instructions.

**I) Miscellaneous:**

1. Implement constant efforts to enhance the grading of the Institute.
2. Ensure proper building plan and master plan and make sure that all further constructions will comply with the plans.
3. Oversee and manage extracurricular activities, including the Red Ribbon Club, NSS, Entrepreneurship Development Club, *Haritha Karmasena*, Anti-Narcotic Cell, *Naipunya Karma Sena*, Green Campus, etc.,
4. Serve as the State Public Information Officer of the ITI under the Right to Information Act.
5. Ensure the timely delivery of services under the Right to Services Act.
6. Supervise and control the activities of Grievance Redressal Cell and the Internal Complaint Committee for Women at the Institute.
7. Appoint a Management Representative for ISO activities and supervise those endeavors.
8. Efficiently implement schemes in collaboration with the IMC as needed.
9. Act as the Secretary of the Parent-Teachers Association (PTA).

10. Coordinate, control and supervise PTA activities.
11. Review all incoming mail and redirect it to the relevant subordinates as necessary.
12. Ensure and supervise the updating activities on various portals, such as SPARK, BIMS, BAMS, EMS, JAALAKAM, MIRROR, PRISM, NIMI, India Skill DigitalPortal, DWMS, YIP etc.,
13. Oversee the updating of the institute's website.
14. Monitor and supervise the budget preparation of the institute.
15. Ensure timely responses to audit queries.
16. Forecast and oversee construction projects at the institute.
17. Prepare proposals for institute construction projects.
18. Monitor the availability of an adequate supply of stationery at the institute.
19. Oversee regular maintenance of machinery, equipment, building, and infrastructure, including electrical and plumbing systems.
20. Monitor the activities of the alumni association.
21. Maintain efficient coordination among other departments, establishments, etc.,
22. Encourage subordinates and trainees to achieve maximum number of awards and accolades.
23. Supervise the waste management system at the ITI, ensuring proper disposal of all types of waste.
24. Effect changes if necessary for the smooth progress in the day-to-day operations of the Institute within the purview of the Principal.
25. Perform other duties specified through various orders or assigned by superior officials..



## Capacity Development Themes

- ◆ Leadership and Management
- ◆ Effective Curriculum Development for Industry Alignment
- ◆ Financial Management
- ◆ Strategic Planning
- ◆ Industry-Academia Collaboration and Partnership Building
- ◆ Effective Communication and Public Relations
- ◆ Legal Compliance and Labour Laws
- ◆ Data-Driven Decision Making for Educational Administrators
- ◆ Conflict Resolution and Mediation in Educational Settings
- ◆ Innovation in Vocational Training Delivery
- ◆ Quality Assurance and Accreditation in Education
- ◆ Essential Life Skills



## Competencies

- ◆ Strategic Thinking: Essential for developing long-term plans, align the institute's goals with industry demands and envision innovative approaches to vocational training.
- ◆ Result Orientation: Ensures that the institute achieves its objectives, meets industry standards and delivers high-quality vocational education.
- ◆ Decision Making: Informed and timely decisions on matters related to curriculum development, resource allocation, institute policies are essential.
- ◆ Planning and Coordination: Plan and coordinate various activities, viz budgeting, curriculum implementation, industry partnerships etc.,
- ◆ Teamwork: Essential for fostering collaboration among staff members, instructors and industry professionals
- ◆ Developing Others: Vital for developing and mentoring the skills of staff, instructors and trainees.



## Key Contacts

- ◆ Elected Officials (MLA, MP): To secure funding for the development of the institute.
- ◆ Office of the Accountant General: For matters related to reconciliation.
- ◆ Local Hospitals: For emergency health check-up for both trainees and staff.
- ◆ Fire and Rescue: To manage emergency situations effectively.
- ◆ Local Industries: For On Job Training opportunities and job placements.
- ◆ Police Department: For matters concerning law and order within the institute.
- ◆ Excise Department: To address anti-drug activities and related concerns.
- ◆ Regional Transport Office (RTO): For travel concessions and driver's license inquiries.
- ◆ KSRTC and Railway Authorities: For travel concession-related matters.
- ◆ District Industries Office: For industry-related classes, information and engagement with the Entrepreneurship Development (ED) Club.
- ◆ AIDS Control Society: For activities related to the Red Ribbon Club and blood donation.
- ◆ *Haritha Kerala Mission*: To collaborate on nature-related initiatives through the Nature Club.
- ◆ *Kudumbashree Mission*: For nutrition and appointments of sweepers.
- ◆ KEXCON: To address watchman duties in the absence of a sanctioned watchman post.
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- ◆ District Employment Office: To engage with the Institutional Management Committee (IMC) and the placement cell.
- ◆ SC/ST/BCDD/Fisheries Department: For stipends and scholarships of matter of trainees.
- ◆ Legal Service Society: To conduct orientation classes for trainees and staff.

- ◆ Local Government Bodies: For matters concerning land acquisition, professional tax and participation in *Haritha Kerala Mission* initiatives.
- ◆ Labour Welfare Fund Board: For scholarships, stipends and trainee admissions.
- ◆ District Sports Council: To facilitate trainee admissions through sports quota.
- ◆ District Treasury: To handle bill processing and challan remittances.
- ◆ Banks: For cheque processing, fund transfers and account management.
- ◆ Women and Child Development Department: For matters related to the Internal Complaint Committee (ICC).



## Principal – II



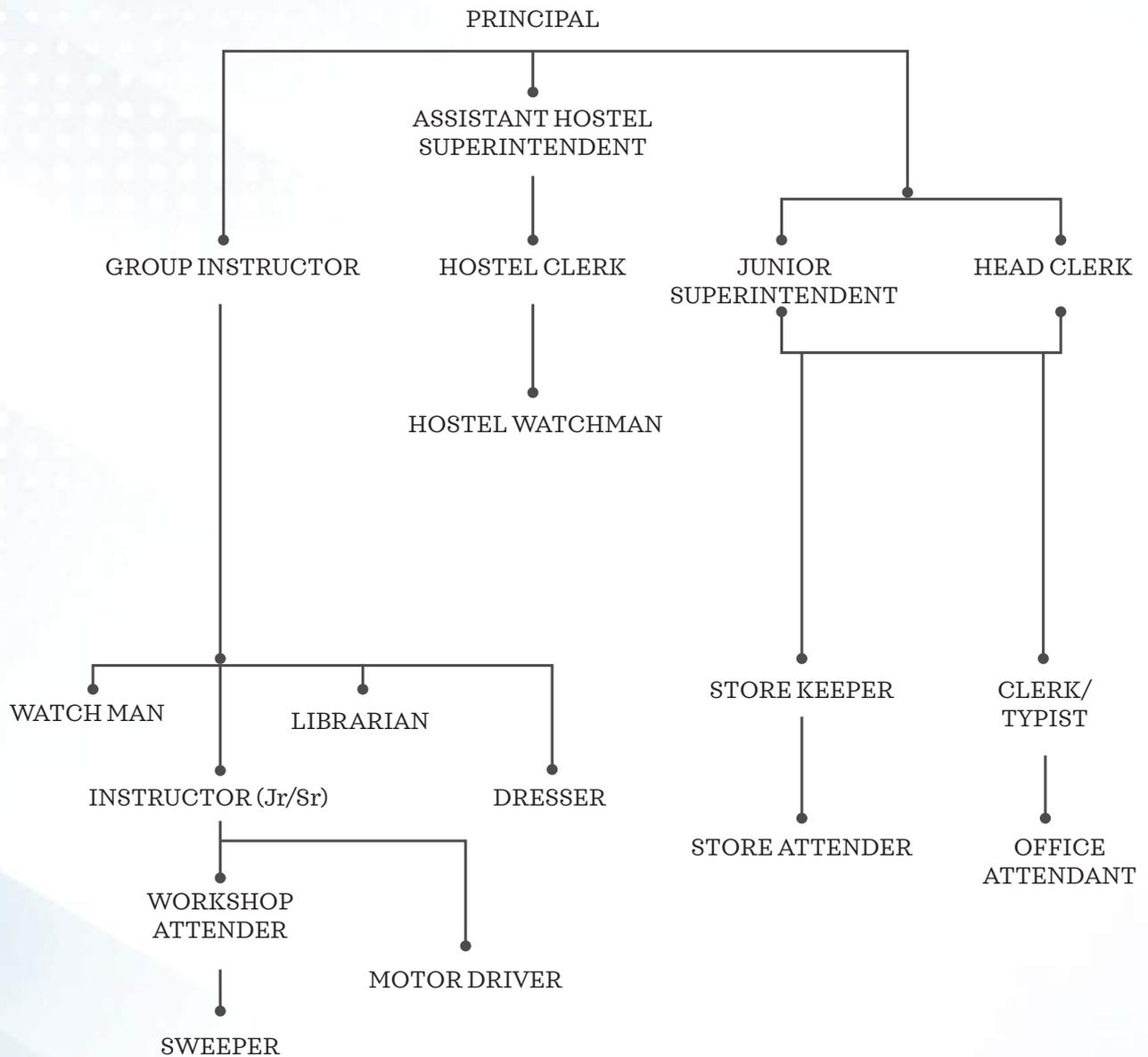
### Job Summary:

The Principal of the Industrial Training Institute is responsible for the comprehensive administration and management of the institute. S/he is responsible for overseeing academic programs, ensuring financial compliance, fostering industry partnerships, maintaining discipline and facilitating extracurricular activities.

*(Principal - II is the head of Grade II Industrial Training Institutes)*



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Principal II is the promotion post of Group Instructor/Junior Apprenticeship Advisor (Technical).
- ◆ A degree in the appropriate branch of Engineering/Technology from a recognized University or equivalent with five years' experience.

#### OR

Diploma in the appropriate branch of Engineering/Technology from a recognized board/institution or equivalent with eight years' experience in a workshop or factory or concern of repute engaged in production or teaching in a recognized institution.

### Physical and Mental Attributes:

S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Leadership Orientation: Ability to guide, supervise and inspire subordinates.
- ◆ Decision-Making Capacity: Ability to make informed and timely decisions on staffing, admissions, training and procurement.
- ◆ Detail-Oriented: Ensuring precision in managing records, file, and certifications.
- ◆ Strategic Thinking: Capacity to foster industry linkages and establish strategic collaborations.
- ◆ Adaptability: Willingness to implement changes for institutional improvements.
- ◆ Industry Acumen: Deep understanding of industrial trends, emerging technologies and workforce demands.
- ◆ Communication: Effective communication skills essential for liaising with industry partners, staff, trainees, government agencies and public.

### Skills and Abilities (To be assimilated progressively):

- ◆ Strategic Planning: Ability to develop and execute long-term strategic plans to enhance the institute's performance, infrastructure and academic pursuits.
- ◆ People Management: Strong interpersonal skills for effectively managing a diverse workforce, resolving conflicts and promoting a positive work environment.
- ◆ Curriculum Development: Capability to design and adapt training programs that align with industry standards.
- ◆ Problem Solving: Aptitude to identify and address challenges, academic and administrative, with innovative and practical solutions.
- ◆ Networking: Building and maintaining relationships with industry leaders, government officials and educational stakeholders.
- ◆ Data Analysis: Utilizing data-driven insights to evaluate the institute's performance, identify areas for improvement, and make informed decisions.

- ◆ Conflict Resolution: Skills in addressing disciplinary issues, grievances, and conflicts within the institute.
- ◆ Tech Proficiency: Competency in leveraging educational technology and digital tools.
- ◆ Adaptability: Capacity to adapt to evolving educational trends, industry changes, and government policies.

### Working Conditions:

- ◆ The Principal should have willingness to work for extended hours, as and when required.
- ◆ Adequate office space and should be equipped with a computer with seamless internet access.

### Other Requirements:

- ◆ The Principal must stay updated on current laws, Government Orders, rules, guidelines, proceedings, regulations etc., related to the Industrial Training Department.
- ◆ The Principal should be well aware of the training manual.



## Duties and Responsibilities

### A) Administration:

1. Guide, supervise and manage various activities of subordinate staff members of the institute.
2. Maintain pertinent details of all staff members of the institute.
3. Initiate action to fill vacant positions in the institute.
4. Verify and certify various updates in the service book of staff members.
5. Administer and maintain the leave records of all staff members of the institute.
6. Approve all leaves, up to 90 days, of Non-Gazetted staff.
7. Approve increments and earned leave surrender for non-Gazetted staff members of the institute.
8. Oversee the joining and relieving of officials in accordance with relevant order/proceedings.
9. Appointment of Last Grade servants.
10. Issue memos to staff members of the institute as part of disciplinary proceedings.
11. Evaluate Confidential Reports of subordinate staff members.
12. Ensure daily staff attendance and punctuality standards among staff members.
13. Organize and facilitate refresher and skill-enhancement training for all staff members of the institute.
14. Initiate and oversee CITS certification activities of Instructors.
15. Allocate staff quarters in compliance with existing rules & regulations.
16. Foster professional development and quality standards among staff members.
17. Support trainers in participating in advance training, including technology based professional and capacity development programs.
18. Ensure the availability of adequate infrastructure in the institute (seating, writing tables, file

storage and ICT facilities) for efficient work conduct.

19. Monitor and close daily attendance of technical staff.
20. Ensure movements of officials are recorded in the movement register during office hours.
21. Ensure adherence to requisite measures to maintain a clean, organized and well- lit campus and office.
22. Monitor the flow of files between various officials.
23. Direct staff to maintain machinery and equipments in good working order.
24. Ensure the enrollment of newly appointed employees in GPF, GIS, SLI, NPS, GPAIS, MEDISEP, SPARK, etc.,
25. Ensure the safe custody of cheque books, passbooks and official records.
26. Ensure the proper functioning of the e-office system in all sections.
27. Distribute receipts accurately and label them appropriately.
28. Regularly review pending files in each section.

**B) Admission Management:**

1. Execute admission procedures in accordance with the established norms.
2. Oversee the overall admission process.
3. Ensure all the training seats are filled through extensive publicity campaigns.
4. Enhance career counselling and raise awareness of ITI Trades/benefits/opportunities among female, youth, SC, ST, minority and other marginalized sections of the society.
5. Oversee and conduct studies to identify and address entry barriers and challenges faced by local youth especially women, disadvantaged communities and work towards their inclusion.
6. Oversee the preparation of applicant rank list for admission.
7. Ensure applicants are promptly notified regarding interview/admission counselling sessions.
8. Thoroughly verify documents and ensure completion of the admission process.
9. Ensure the collection of prescribed fees and other funds.
10. Verify and approve admitted trainee details in the Skill India Portal.

**C) Training:**

1. Facilitate orientation programs for trainees and parents.
2. Ensure strict adherence to safety measures in the institute.
3. Oversee adequate security arrangements.
4. Ensure prompt provision of medical aid/first aid in emergency situations.
5. Approve and implement curriculum-aligned timetables.
6. Monitor adherence to the prescribed training schedule by Instructors.
7. Allocate job shifts for instructional and support staff efficiently.

8. Supervise and maintain adequate training materials.
9. Ensure compliance with training program schemes.
10. Oversee close supervision by group instructors over instructors and workshop attendants through Vice-Principal.
11. Foster strong bonds between trainees and instructional staff.
12. Regularly review training feedback from trainees and staff.
13. Implement remedial measures to reduce dropout rates.
14. Issue identity cards for trainees.
15. Issue proper certificate to concerned department for trainees' travel concession tickets/ cards.
16. Implement effective measures to maintain discipline in trainees' hostel.
17. Disperse stipends to eligible trainees.
18. Ensure provision of noon meals/nutrition program facilities to all trainees.
19. Monitor monthly/periodic evaluations.
20. Ensure the usage of NSQF document properly by instructors.
21. Monitor NSQF - compliant assessment of trainees.
22. Conduct weekly general assemblies for trainees.
23. Oversee trainees' council elections and related activities.
24. Issue certificates as per norms to trainees for various scholarships.
25. Maintain and enforce discipline among staff and trainees.
26. Issue warning memos to trainees as per the training manual.
27. Initiate disciplinary actions against trainees as per the training manual as required.
28. Issue transfer certificates and course & conduct certificates.
29. Conduct supervisory staff meetings regularly.
30. Conduct monthly meetings of staff members.
31. Exert rigorous supervision to ensure trainees receive quality training.
32. Conduct periodic internal inspections to maintain and enhance training efficiency.
33. Enforce uniform dress code for all trainees.
34. Ensure availability of syllabi for all trades.
35. Monitor availability of prescribed instructional materials.
36. Promote library utilization among staff and trainees.
37. Ensure adequate facilities, including toilets and drinking water.
38. Foster access to sports and recreational facilities.
39. Ensure Women Amenity Centre for Female Staff & Trainees.
40. Oversee On-the-Job Training (OJT) and group projects for all trainees.

41. Encourage and guide trainees' innovative projects and ideas.
42. Ensure trainees insurance coverage.
43. Ensure proper working of machinery and equipments in trade.
44. Ensure the publication of success stories of trainees in the institute's website.

**D) Procurement:**

1. Monitor the process of receiving indents requirements from instructors based on syllabus/ revisions.
2. Supervise the purchase of necessary raw materials for training purposes.
3. Submit procurement proposals for Tools and Equipment item to the Directorate.
4. Authorize administrative sanctions for raw material procurement and invite quotations/ tenders accordingly.
5. Issue purchase sanctions and supply orders as required.
6. Maintain up-to-date records in the Stock Register for the Store and relevant sections.
7. Ensure prompt payment to suppliers upon satisfactory delivery.
8. Submit procurement proposals for raw materials in accordance with established norms.
9. Verify and guarantee compliance with EMD, Warranty, Guarantee and AMC as applicable.
10. Oversee the process of tool, equipment and machinery condemnation as per established norms.
11. Coordinate auction activities in adherence to established guidelines.
12. Procure adequate number of books and periodicals for the library.
13. Maintain accurate and periodic accounting and verification of store inventory.

**E) Trade Test, Certification & Placement:**

1. Supervise trainee attendance records.
2. Monitor formative assessment details provided by instructors.
3. Authorize attendance and formative assessment entries in the Skill India portal.
4. Oversee the collection and remittance of examination fees from trainees.
5. Verify and approve eligible trainee details in the Skill India Portal.
6. Review and confirm the eligibility of admitted trainees for the All India Trade Test.
7. Receive trade test applications from trainees.
8. Ensure the distribution of hall tickets to eligible trainees.
9. Arrange examination centers and examiners for the conduct of trade test.
10. Conduct inspections of trade test centers and resolve any discrepancies/ inadequacies.
11. Ensure prompt collection of attendance records and practical mark sheets & annexures from examiners.
12. Ensure examiners enter attendance and marks in the Skill India Digital portal.

13. Ensure timely issuance of certificates to successful trainees.
14. Coordinate and oversee convocation ceremonies.
15. Ensure the completion of Skill India Digital portal and SCVT activities related to results and certification.
16. Establish and maintain relationships with job markets and employers.
17. Periodically invite new employers to the institute for placement drives and career progression opportunities.
18. Monitor the records of graduates and their career advancement.
19. Monitor the various follow-up procedures of graduates.
20. Organize job fairs and placement drives regularly.
21. Monitor the placement or apprenticeship status of former trainees on a regular basis.
22. Supervise and coordinate industrial visits and other industry exposure activities.
23. Emphasize the importance of entrepreneurship education and training, through collaboration with business practitioners.
24. Promote start-up initiatives.
25. Facilitate activities to enhance job placement.
26. Organize training and awareness programs to develop grooming and soft skills in trainees, equip them to compete in the global job market.
27. Ensure and oversee the proper functioning of production centers.

**F) Accounts, Bills & Cash:**

1. Ensure timely preparation and certification of staff payrolls.
2. Ensure bill registers, cheque registers and all relevant records are up to date with all relevant entries.
3. Oversee the timely preparation and certification of staff allowances, medical reimbursements, wages/remuneration and LTC bills.
4. Authorize and certify, GPF advances, withdrawal, bonuses, festival advances, TA, DA advance bills, etc.,
5. Manage the preparation and certification of bills related to CITS schemes, HBA matters etc.,
6. Oversee activities related to Income Tax, GST, TDS and other taxation matters.
7. Submit financial statements as required.
8. Ensure and monitor cash disbursements to staff/trainees under various accounts.
9. Verify the monthly cash book.
10. Ensure the collection of EMD, Security Deposits and other receipts based on proper documentation.
11. Periodically verify balances under various heads.
12. Maintain all necessary registers accurately.

13. Ensure the collection and remittance of professional tax to LSGD.
14. Monitor the reconciliation of accounts from the treasury and the AG.
15. Ensure the prompt remittance of various recoveries from salaries.
16. Facilitate the timely disbursement of caution money and security deposits to trainees.
17. Ensure the collection and deposit of security deposits and disburse them after the prescribed period mentioned in the contract.
18. Ensure the timely preparation, drawl and disbursement of various contingent bills, such as Electricity bill, telephone charges, water charges, purchase bills etc.,
19. Manage the collection and remittance of the cost of tender forms.
20. Ensure the prompt payment for items procured through GEM.
21. Collect and remit auction money as required.
22. Maintain an up-to-date stock register for all items purchased for office use, including electronic items and computer peripherals.
23. Process pensioner benefits for employees.
24. Collect and safeguard the annual property statements submitted by employees.
25. Periodically verify all registers for accuracy.
26. Conduct verification of vehicle and generator logbooks, if applicable, before approving fuel charges.
27. Authorize and forward online transfer requests of all staff members.

**G) As Member Secretary of IMC:**

1. Prepare meeting agenda for the General Body and Governing Council in consultation with the Chairman of IMC society.
2. Convene meetings of IMC efficiently.
3. Maintain precise records of meeting proceedings and forward all necessary documents, papers and related information to chairman.
4. Manage and administrate the IMC society's day-to-day operations.
5. Perform duties, functions and exercise powers under the overall guidance of the Governing Council's Chairman and the Society's Rules and Regulations.
6. Plan, direct, coordinate, organize and oversee the society's daily activities.
7. Develop a concrete operational plan of action for the year, including a revolving action plan for subsequent periods, in consultation with the Governing Council, along with budget estimates.
8. Report policy matters and achievements to the Governing Council and delegate responsibilities to other officers if necessary.
9. Present the Governing Council's report at the Society's annual general meeting.
10. Set operational targets, propose measures and methods to achieve them, implementing them after the Governing Council's approval.

11. Submit the annual budget for the succeeding year at least six months before the close of the Financial Year and seek funds from the State Government if required, after obtaining an approval from the Governing Council.
12. Provide audited statements of accounts for the preceding year no later than three months after the end of the Financial Year.
13. Submit any other reports as required by the Governing Council as and when necessary.
14. Report to the Governing Council on all capital and recurring expenditures.
15. Authorize and incur expenditures following the procedures outlined in the bylaw and within the delegated authority set by the Governing Council.
16. Execute deeds and documents on behalf of the Society.
17. Authenticate documents and proceedings as required by the Society.
18. Renew the IMC's registration periodically.

**H) Industry Linkage & Production Centre:**

1. Strengthen industry linkages and establish strategic tie-ups.
2. Initiate formal agreements with companies and corporate groups through Memorandums of Understanding (MoUs) or Memorandums of Association (MoAs) to delineate areas of cooperation and shared responsibilities.
3. Secure Corporate Social Responsibility (CSR) funds from partnering companies for institutional developments.
4. Coordinate and execute various skills development programs in collaboration with industry partners.
5. Facilitate the continuous skill enhancement of ITI instructors through industry collaborations.
6. Allocate resources for employment promotion activities targeted at females and disadvantaged sections of society.
7. Promote and oversee the production and sale of goods and services during practical training sessions.
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**I) Miscellaneous:**

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4. Serve as the State Public Information Officer of the ITI under the Right to Information Act.
5. Ensure the timely delivery of services under the Right to Services Act.

6. Supervise and control the activities of Grievance Redressal Cell and the Internal Complaint Committee for Women at the Institute.
7. Appoint a Management Representative for ISO activities and supervise those endeavors.
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9. Act as the Secretary of the Parent-Teachers Association (PTA).
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23. Supervise the waste management system at the ITI, ensuring proper disposal of all types of waste.
24. Effect changes if necessary for the smooth progress in the day-to-day operations of the Institute within the purview of the Principal.
25. Perform the financial duties of senior superintendent in his/her absence.
26. Perform other duties specified through various orders or assigned by superior officials..



## Capacity Development Themes

- ◆ Leadership and Management
- ◆ Effective Curriculum Development for Industry Alignment
- ◆ Financial Management
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- ◆ Conflict Resolution and Mediation in Educational Settings
- ◆ Innovation in Vocational Training Delivery
- ◆ Quality Assurance and Accreditation in Education
- ◆ Essential Life Skills



## Competencies

- ◆ Strategic Thinking: Essential for developing long-term plans, align the institute's goals with industry demands and envision innovative approaches to vocational training.
- ◆ Result Orientation: Ensures that the institute achieves its objectives, meets industry standards and delivers high-quality vocational education.
- ◆ Decision Making: Informed and timely decisions on matters related to curriculum development, resource allocation, institute policies are essential.
- ◆ Planning and Coordination: Plan and coordinate various activities, viz budgeting, curriculum implementation, industry partnerships etc.,
- ◆ Teamwork: Essential for fostering collaboration among staff members, instructors and industry professionals
- ◆ Developing Others: Vital for developing and mentoring the skills of staff, instructors and trainees.



## Key Contacts

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# Vice Principal

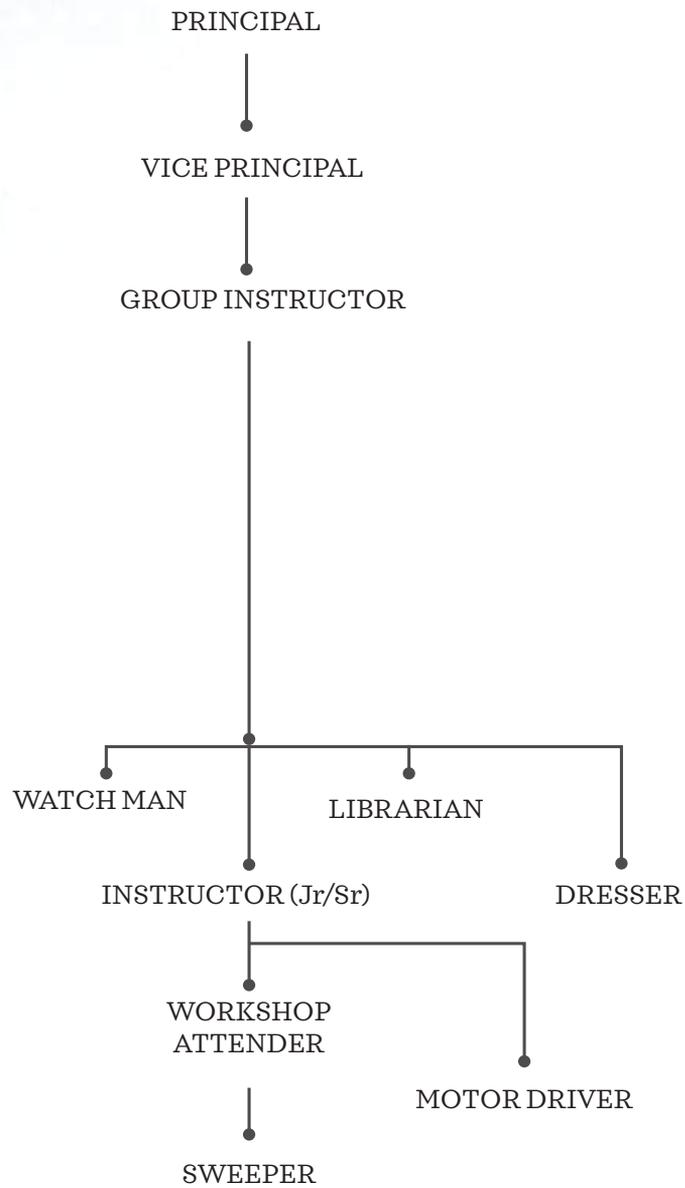


## Job Summary:

The Vice Principal of the Industrial Training Institute has a pivotal role in upholding the institute's administrative and training excellence. S/he oversees diverse administrative and academic functions, including the precise management of student records, examinations and admissions. The Vice Principal actively supports and reviews trainees academic progress, implements curriculum enhancements and fosters productive partnerships with industry.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Vice Principal is the promotion post of Group Instructor/Junior Apprenticeship Advisor (Technical).
- ◆ A degree in the appropriate branch of Engineering/Technology from a recognized University or equivalent with five years' experience.

#### OR

Diploma in the appropriate branch of Engineering/Technology from a recognized board/institution or equivalent with eight years' experience in a workshop or factory or concern of repute engaged in production or teaching in a recognized institution.

### Physical and Mental Attributes:

S/he should have sound physical and mental health to effectively discharge the demands of the job.

### Entry Level Attributes:

- ◆ Leadership Acumen: Demonstrates strong leadership and decision-making abilities, guiding both staff and trainees effectively.
- ◆ Strategic Vision: Exhibits a forward-thinking approach with the ability to align departmental goals with institutional objectives.
- ◆ Regulatory Compliance: Maintains a comprehensive understanding of relevant laws, regulations and institutional policies.
- ◆ Proactive Problem-Solving: Shows initiative in identifying and addressing issues.
- ◆ Commitment to Excellence: Displays a dedication to uphold high standards of administrative and academic excellence.
- ◆ Adaptability: Possesses the ability to adapt to changing circumstances and evolving institutional needs.
- ◆ Professional Integrity: Upholds ethical standards and demonstrates a commitment to maintaining transparency and fairness in all operations.
- ◆ Stakeholder Engagement: Skillful in building and maintaining productive relationships with industry partners, staff and other stakeholders..

### Skills and Abilities (To be assimilated progressively):

- ◆ Educational Expertise: Strong knowledge of curriculum development and pedagogical practices is essential for providing academic leadership.
- ◆ Data Analysis: Ability to analyze educational data and performance metrics to inform decision-making and improve educational outcomes.
- ◆ Conflict Resolution: Adept in conflict resolution and mediation skills to address issues among students, staff or parents diplomatically and effectively.
- ◆ Strategic Planning: Skills in developing and executing strategic plans and initiatives to advance the institute's mission and vision.
- ◆ Resource Management: Effective resource allocation and financial management skills to optimize the use of available resources.

- ◆ **Regulatory Compliance:** In-depth understanding of regulations and accreditation standards to ensure compliance.
- ◆ **Team Collaboration:** Ability to collaborate with diverse teams, fostering a culture of cooperation and innovation.
- ◆ **Public Relations:** Proficiency in building and maintaining positive relationships with external partners, industry, parents and the community.
- ◆ **Technology Proficiency:** Familiarity with educational technologies and software used for administrative purposes.
- ◆ **Crisis Management:** Skills in managing and responding to crises, ensuring the safety and well-being of students and staff.

### **Working Conditions:**

- ◆ The Vice Principal should have willingness to work for extended hours, as and when required.
- ◆ Adequate office space and should be equipped with a computer with seamless internet access.

### **Other Requirements:**

- ◆ The Vice Principal is expected to stay informed about current laws, government orders, rules, guidelines, proceedings and regulations related to the Industrial Training Department.
- ◆ A thorough understanding of the training manual for ITIs is essential.



## **Duties and Responsibilities**

### **A) Administration:**

1. Verify daily technical staff attendance by reviewing attendance registers.
2. Enforce punctuality standards among staff members of the institute.
3. Promote skill enhancement among staff through continuous learning and development initiatives.

### **B) Admission Management:**

1. Handle admission processes according to established norms.
2. Ensure maximum admission through extensive publicity efforts.
3. Enhance career counseling and raise awareness of ITI Trades/courses among Female Youth, SC, ST, Minority and other marginalized sections of society.
4. Oversee and conduct studies to assess entry barriers and constraints for local youth, particularly women and disadvantaged communities and work towards their inclusion.

### **C) Training:**

1. Facilitate orientation programs for trainees and parents.
2. Enforce strict adherence to institutional safety measures.
3. Arrange and oversee security protocols.

4. Ensure immediate access to medical assistance for trainees in emergencies.
5. Verify trainee information in the Skill India Digital portal and related platforms.
6. Develop timetables aligned with the curriculum.
7. Supervise training to ensure adherence to prescribed schedules.
8. Monitor and allocate shifts efficiently for instructional and support staff.
9. Manage the availability of adequate training materials.
10. Align training programs with established schemes.
11. Oversee group instructors' supervision of instructors and workshop attendants.
12. Foster strong relationships between trainees and instructional staff.
13. Review training-related feedback periodically from trainees and staff and implement remedial measures to reduce dropout rates.
14. Manage trainees' travel concession tickets and cards.
15. Ensure the provision of noon meals, nutrition and canteen facilities for trainees.
16. Monitor assessments after each learning outcome.
17. Ensure proper maintenance of NSQF documents through supervision.
18. Conduct assessments as per the Training Calendar.
19. Arrange weekly meetings for group instructors to review training.
20. Uphold discipline among staff and trainees.
21. Conduct regular internal inspections at training centers and maintain records to enhance program efficiency.
22. Verify that all trainees are in appropriate dress code and uniform.
23. Ensure the availability of syllabus for all trades.
24. Ensure access to instructional materials as prescribed by DGT.
25. Promote library utilization by both staff and trainees.
26. Oversee facilities such as toilets and drinking water.
27. Ensure the provision of sports and recreational facilities.
28. Provide On Job Training (OJT) and Group Projects for all trainees and encourage innovative projects and ideas.
29. Review daily diaries, log books and other relevant trainee records periodically to ensure compliance with established norms.
30. Ensure that instructors use all NSQF documents.
31. Monitor and supervise shop floor training for trainees.

**D) Procurement:**

1. Initiate receipt of requirements from instructors following syllabus revisions.
2. Recommend the procurement of necessary raw materials for trainee instruction.
3. Ensure regular updates to the stock register for both the store and relevant sections.

4. Forward procurement proposals for raw materials in accordance with established norms.
5. Oversee condemnation activities based on staff requests and monitor auction activities to ensure adherence to norms.
6. Forward procurement proposals for library books and periodicals to the principal.
7. Maintain accurate and periodically verified store records.

**E) Miscellaneous:**

1. Supervise trainee attendance records.
2. Monitor and review formative assessment details provided by instructors.
3. Ensure collection of examination fees from trainees.
4. Track attendance and formative assessments in the Skill India portal.
5. Verify and confirm trainee eligibility for the All India Trade Test.
6. Receive and process Trade Test applications from trainees through trainers.
7. Ensure timely distribution of hall tickets to eligible trainees.
8. Collect attendance details and practical mark sheets from examiners.
9. Oversee the entry of attendance and marks in the Skill India portal by examiners.
10. Ensure completion of Skill India and SCVT activities related to trade tests, results and certification.
11. Monitor records and follow up on graduated trainees.
12. Periodically track placement and apprenticeship status of ex-trainees.
13. Coordinate industrial visits and industry exposure activities.
14. Emphasize entrepreneurship education and training.
15. Promote initiatives to enhance placement opportunities.
16. Organize training and awareness programs focusing on grooming and soft skills to prepare trainees for the job market.
17. Supervise production center activities.
18. Monitor extracurricular activities, including clubs and housekeeping.
19. Perform other duties as specified through various orders or assigned by superior officials..



## Capacity Development Themes

- ◆ Strategic Planning and Leadership Development Program
- ◆ Effective Curriculum Development
- ◆ Trainee Management and Counselling
- ◆ Effective Communication and Conflict Resolution
- ◆ Data Analysis and Decision-Making
- ◆ Resource Management and Budgeting
- ◆ Crisis Management and Emergency Response

- ◆ Stakeholder Engagement and Public Relations
- ◆ Essential Life Skills



## Competencies

- ◆ Strategic Thinking: Essential for developing long-term plans and align the institute's goals with industry demands, envisioning innovative approaches to vocational training.
- ◆ Decision Making: Make informed and timely decisions on matters related to curriculum development, resource allocation, and institute policies.
- ◆ Planning and Coordination: Effectively plan and coordinate various activities, such as budgeting, curriculum implementation and industry partnerships.
- ◆ Consultation and Consensus Building: Engage stakeholders, including staff, industry partners, and government agencies in decision-making processes and build consensus on key initiatives.
- ◆ Developing Others: Mentor and develop the skills of staff, instructors, and trainees, ensuring continuous improvement and growth within the institute.



## Key Contacts

- ◆ Elected Officials (MLA, MP): To secure funding for the development of the institute.
- ◆ Office of the Accountant General: For matters related to reconciliation, GPF, and pension.
- ◆ Local Hospitals: For emergency health check-ups for both trainees and staff.
- ◆ Fire and Rescue: To manage emergency situations effectively.
- ◆ Local Industries: For on-the-job training opportunities and job placements.
- ◆ Police Department: For matters concerning law and order within the institute.
- ◆ Excise Department: To address anti-drug activities and related concerns.
- ◆ Regional Transport Office (RTO): For travel concessions and driver's license inquiries.
- ◆ KSRTC and Railway Authorities: For travel concession-related matters.
- ◆ District Industries Office: For industry-related classes, information and engagement with the Entrepreneurship Development (ED) Club.
- ◆ AIDS Control Society: For activities related to the Red Ribbon Club and blood donation.
- ◆ *Haritha Kerala Mission*: To collaborate on nature-related initiatives through the Nature Club.
- ◆ *Kudumbashree Mission*: For nutrition and cleanliness programs.
- ◆ KEXCON: To address watchman duties in the absence of a sanctioned watchman post.
- ◆ Health Inspector: For health-related inquiries and support.
- ◆ Food Safety Authorities: For nutrition programs and food safety.
- ◆ District Employment Office: To engage with the Institutional Management Committee (IMC) and the placement cell.
- ◆ SC/ST/BCDD/Fisheries Department: For stipends and scholarships.

- ◆ Legal Service Society: To conduct orientation classes for trainees and staff.
- ◆ Local Government Bodies: For matters concerning land acquisition, profession tax and participation in Haritha Mission initiatives.
- ◆ Labour Welfare Fund Board: For scholarships, stipends and trainee admissions.
- ◆ District Sports Council: To facilitate trainee admissions through sports quotas.
- ◆ District Treasury: To handle bill processing and challan remittances.
- ◆ Banks: For cheque processing, fund transfers and account management.
- ◆ Women and Child Development Department: For matters related to the Internal Complaint Committee (ICC).

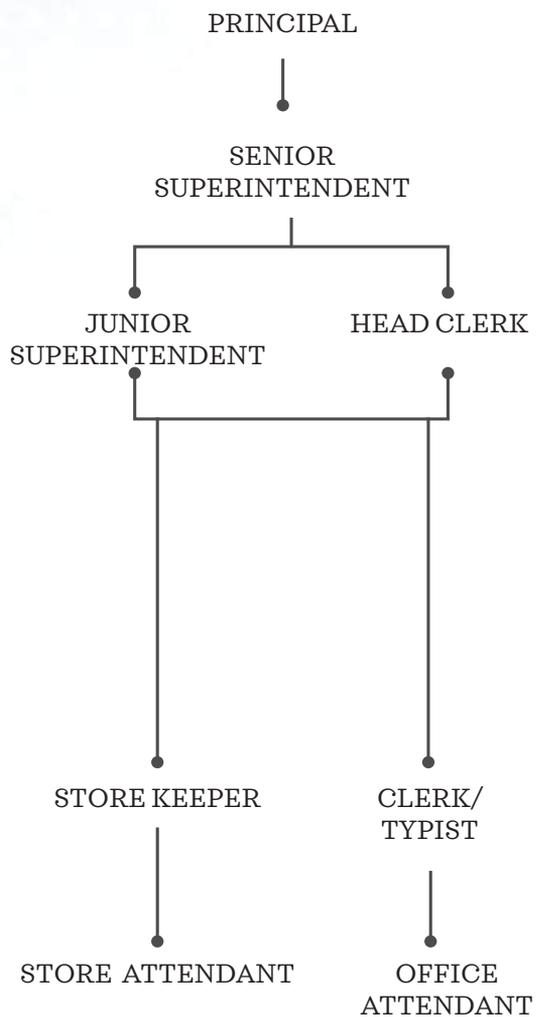
# Senior Superintendent



## Job Summary:

The Senior Superintendent supervises office administration and is responsible for the financial transactions of the institute. S/he is responsible for administrative support, managing the drawal and disbursement of funds, providing essential support to the Principal and supervising ministerial, class IV employees. The Senior Superintendent plays a crucial role in ensuring the institute's efficient and effective day-to-day operations.

## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ The Senior Superintendent is a promotion post from the feeder category.
- ◆ In case of Special Recruitment to the position of Senior Superintendent, Graduation from any recognized university and a minimum experience of five years in ministerial service in any government department is mandatory.

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Financial Acumen: Proficiency in financial management, including budgeting, billing and financial record-keeping.
- ◆ Leadership: Ability to effectively lead and supervise staff members under his / her control.
- ◆ Detail-Oriented: Meticulous attention to detail in maintaining records, verifying financial transactions and managing personnel.
- ◆ Adaptability: Capability to handle diverse responsibilities, in a dynamic environment ranging from financial management to HR duties in a dynamic environment.
- ◆ Communication: Efficient communication skills for interacting with employees superior officers and other stakeholders..

### Skills and Abilities (To be assimilated progressively):

- ◆ HR Management: Proficiency in managing personnel records, employee enrollment and salary-related tasks.
- ◆ Supervision: Ability to effectively supervise and coordinate the activities of the office administration.
- ◆ Record Keeping: Skill in maintaining accurate records, accounting and other related documents.
- ◆ Time Management: Efficiently manage time and resources to meet deadlines and handle multiple tasks.
- ◆ Regulatory Compliance: Knowledge of relevant rules and regulations governing government financial transactions and HR processes.
- ◆ Problem Solving: Aptitude for addressing rectifying discrepancies and operational challenges.
- ◆ Computer Proficiency: Familiarity with software tools and financial record-keeping.
- ◆ Organization Skills: Strong organizational skills to maintain an orderly office environment.
- ◆ Interpersonal Skills: Ability to foster teamwork, communicate effectively and handle employee-related matters with professionalism.

## Working Conditions:

- ♦ Adequate office space with proper ventilation is essential to ensure a conducive and smoothly functioning work environments.
- ♦ A computer with seamless internet connection.

## Other Requirements:

- ♦ Awareness of Acts, Schemes, Manuals, Orders etc., pertaining to the Industrial Training Department.



## Duties and Responsibilities

### A) Administration:

1. Efficiently organize and manage office sections with the approval of Principal.
2. Monitor and streamline the flow of files to and from superior officers.
3. Ensure clerks in maintaining personal registers accurately and promptly address any discrepancies.
4. Assist the Principal in budget preparation and adhere to budget norms in ITIs.
5. Assist in the effective compliance of government sanctioned budgets, fee collections and fund disbursements in accordance with rules and regulations.
6. Supervise records related to service matters, accounts, stocks and cash transactions.
7. Ensure efficient functioning of the e-office system in all sections and regularly review file pendency status.
8. Evaluate pending work, prepare monthly abstracts and detailed arrears lists of each section.
9. Proactively deal with the inspection and audit teams visiting the ITIs and assist in addressing audit objections.
10. Ensure the availability of infrastructure and workspace, including seating, tables, file storage and ICT facilities, for efficient work conduct.
11. Ensure the display of employee names, designations and sections in both Malayalam and English as per rules and regulations.
12. Ensure timely provision of requested files, records, registers and documents.
13. Ensure the demand and collections of Audit liabilities promptly.
14. Monitor statutory services in compliance with the RTS Act.
15. Ensure the employees receive their entitlements timely.
16. Provide support and guidance to subordinates as and when required.
17. Proactively engage with employees to gather innovative ideas for service enhancement.
18. Monitor service and take corrective and preventive actions when necessary.
19. Promote citizen-centric service delivery and principles of good governance among employees.
20. Foster an environment of accountability, devotion to duty, people friendliness and service mentality among employees.

21. Ensure timely updates, approvals and verifications through statutory web portals and software.
22. Supervise the duties of cleaning staff to maintain office cleanliness and hygiene.

**B) Personnel Management / Employee Relations:**

1. Enforce punctuality among ministerial and class IV employees, ensure their timely presence and engagement in office activities.
2. Maintain & enforce daily attendance records of ministerial staff.
3. Record employee movement (for official purposes during office hours) in the movement register.
4. Ensure the enrollment of employees in various schemes such as GPF, GIS, SLI, NPS, GPAIS, MEDISEP etc.,
5. Verify employee salary increments in SPARK as needed.
6. Enrollment of newly recruited employees in SPARK.
7. Facilitate timely processing of employee pensionary benefits.
8. Regularly verify cash books, subsidiary registers, bills and other financial records.
9. Verify daily cash balance and stamp account.
10. GPF temporary advances to employees observing applicable rules.
11. Supervise the allocation of responsibilities among clerical staff.
12. Ensure that employee service books are updated, signed and properly maintained, including e-service books in SPARK.
13. Ensure the maintenance and updation of stock register for all office items, including electronic and computer peripherals.
14. Ensure proper maintenance of office machinery and equipments.
15. Conduct regular staff meetings of ministerial staff to promote communication, gather employee feedback and encourage teamwork.

**C) Financial Management:**

1. Process establishment pay bills, contingent bills and related establishment bills in compliance with relevant rules and regulations.
2. Ensure timely return of caution money and security deposits of the trainees.
3. Assist in the effective compliance of government sanctioned budgets, fee collections and fund disbursement in accordance with rules and regulations.
4. Collect and remit the cost of tender forms.
5. Ensuring prompt payment of stores procured through GEM.
6. Collect and remit auction proceeds.
7. Manage the collection of EMD and disburse it upon completion of procedures.
8. Monitor reconciliation of accounts from the treasury and the AG.
9. Verify logbooks of vehicles and generators before authorizing fuel charges.

10. Safeguard cheque books and passbooks.
11. Collect and remit income tax/GST and ensure timely submission of related returns and record keeping.
12. Verify and approve online challans.

**D) Trainee Matters:**

1. Manage the remittance of various fees, including registration fees, admission fees and exam fees.
2. Authorize, draw and disburse stipends, scholarships and educational concessions promptly.
3. Ensure the timely inter ITI transfer of trainees including the fees during the admission process.

**E) Miscellaneous:**

1. Act as an authorized signatory (for offered communications) in the absence of the Principal and Vice Principal.
2. Fulfill duties of an Assistant State Public Information Officer.
3. Process applications under RTI Act, collect fees and provide timely responses.
4. Collect and remit fees related to RTI requests.
5. Collect the annual property statements submitted by employees and keep them in safe custody.
6. Assist the Principal in Trade Test procedures and the distribution of NTC/STC certificates.
7. Manage the receipt, distribution, utilization and safe storage of stationery and printed forms.
8. Perform other duties specified through various office orders or assigned by superior officers.



## Capacity Development Themes

- ◆ Administrative Excellence
- ◆ Financial Management
- ◆ Effective Record Keeping
- ◆ HR Management Essentials
- ◆ Budgeting and Accounting
- ◆ Communication and Interpersonal Skills
- ◆ Teamwork and Employee Relations
- ◆ Essential Life Skills.



## Competencies

- ◆ Attention to Detail: For meticulous financial management, record-keeping and regulatory compliance, a strong attention to detail is crucial.
- ◆ Leadership: For supervising and for effective team management, leadership skills are required.

- ◆ Decision Making: As the officer responsible for financial transactions, HR matters and office operations, the ability to make informed decisions is vital.
- ◆ Problem Solving: Handling discrepancies, addressing audit objections and multi-tasking requires strong problem-solving skills.
- ◆ Communication Skills: Effective communication is necessary for interacting with employees, superior officers and other stakeholders.
- ◆ Planning and Coordination: The role involves coordinating various tasks, from budgeting to personnel management, which makes planning and coordination important.
- ◆ Initiative and Drive: To ensure efficient day-to-day operations, it is important to seize the initiative and have the drive to manage diverse responsibilities effectively.

## Key Contacts

- ◆ Elected Officials (MLA, MP): To secure funding for the development of the Institute.
- ◆ Office of the Accountant General: For matters related to reconciliation and accounting.
- ◆ Local Hospitals: For emergency health check-ups for both trainees and staff.
- ◆ Fire and Rescue: To manage emergency situations effectively.
- ◆ Local Industries: For On Job Training opportunities and job placements.
- ◆ Police Department: For matters concerning law and order within the institute.
- ◆ Excise Department: To address anti-drug activities and related concerns.
- ◆ Regional Transport Office (RTO): For travel concessions and driver's license inquiries.
- ◆ KSRTC and Railway Authorities: For travel concession-related matters.
- ◆ District Industries Office: For industry-related classes, information and engagement with the Entrepreneurship Development (ED) Club.
- ◆ AIDS Control Society: For activities related to the Red Ribbon Club and blood donation.
- ◆ *Haritha Kerala Mission*: To collaborate on nature-related initiatives through the Nature Club.
- ◆ *Kudumbashree Mission*: For nutrition and cleanliness programs.
- ◆ KEXCON: To address watchman duties in the absence of a sanctioned watchman post.
- ◆ Health Inspector: For health-related inquiries and support.
- ◆ Food Safety Authorities: For nutrition programs and food safety.
- ◆ District Employment Office: To engage with the Institutional Management Committee (IMC) and the placement cell.
- ◆ SC/ST/BCDD/Fisheries Department: In matters of stipends and scholarships.
- ◆ Legal Service Society: To conduct orientation classes for trainees and staff.

- ◆ Local Government Bodies: For matters concerning land acquisition, professional tax and participation in *Haritha Kerala Mission* initiatives.
- ◆ Labour Welfare Fund Board: For scholarships, stipends and trainee admissions.
- ◆ District Sports Council: To facilitate trainee admissions through sports quotas.
- ◆ District Collectorate: For District Development Committee (DDC) meetings, land acquisition and appointment of a full-time sweeper.
- ◆ District Treasury: To handle bill processing and challan remittances.
- ◆ Banks: For cheque processing, fund transfers and account management.
- ◆ Women and Child Development Department: For matters related to the Internal Complaint Committee (ICC).

# Junior Superintendent

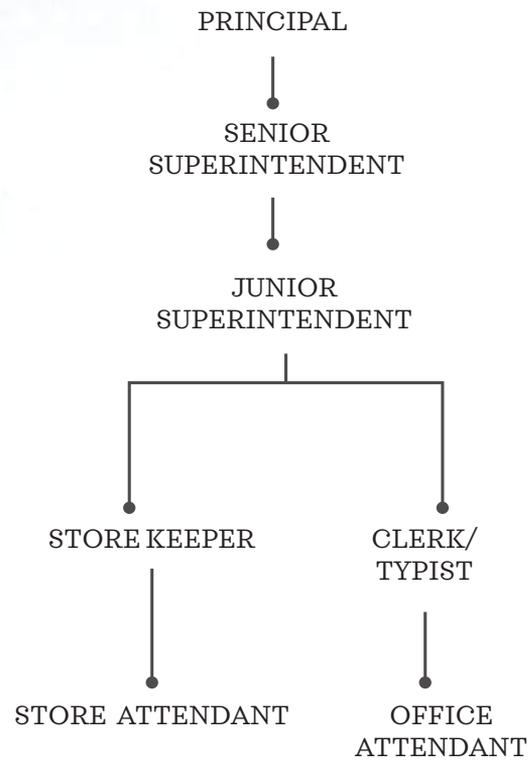


## Job Summary:

Junior Superintendent is responsible for administrative support, supervises day-to-day operations and ensures prompt delivery of services. S/he is responsible for optimizing workflow across different sections, fostering a cohesive and productive work environment. S/he guides subordinates in smooth file processing and proper maintenance of records.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ♦ Junior Superintendent is the promotion post from feeder category.

### Physical and Mental Attributes:

- ♦ S/he should possess sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ♦ Detail-Oriented: Meticulously manage records, financial transactions and administrative processes to ensure accuracy and compliance with regulations.
- ♦ Problem Solving Ability: Identify issues, implement corrective action and proactively address challenges related to employee attendance, financial management and service delivery.
- ♦ Compliance Expertise: Proficiency in understanding and adhering to statutory requirements, government regulations and institutional policies.
- ♦ Team Work: Collaborate effectively with colleagues, clerical staff and supervisory officers to streamline operations and achieve common objectives.
- ♦ Organizational Skills: Possess excellent organizational abilities to manage multiple tasks, meet deadlines and discharge responsibilities.

### Skills and Abilities (To be assimilated progressively):

- ♦ Financial Management: Proficiently handle budgeting, fee collections, fund disbursements and financial record-keeping in accordance with established rules and guidelines.
- ♦ Record Keeping: Maintain precise records, including those of attendance, cash declaration and financial statements, ensuring easy retrieval and audit readiness.
- ♦ Communication: Exhibit excellent written and verbal communication skills when interacting with employees, supervisory officers, audit teams, higher authorities and public.
- ♦ Computer Proficiency: Utilize information and communication technology devices and software to manage records, reports and financial data effectively.
- ♦ Leadership: Demonstrate leadership by providing guidance to employees, conducting training programs and fostering a sense of accountability and devotion to duty.
- ♦ Interpersonal Skills: Build positive relationships with employees, enhancing teamwork and fostering a service-oriented mindset.
- ♦ Time Management: Effectively manage tasks, prioritize responsibilities and meet deadlines to ensure the smooth functioning of administrative processes.
- ♦ Citizen-Centric Approach: Promote a commitment to delivering quality services, adhering to principles of good governance and citizen-centric service delivery.

## Working Conditions:

- ♦ Adequate office space with proper ventilation is essential to ensure a conducive and smooth functioning work environment.
- ♦ A computer with seamless internet connectivity is essential.

## Other Requirements:

- ♦ Awareness of various Acts, Schemes, Manuals, Orders etc., pertaining to the Industrial Training Department.



## Duties and Responsibilities

1. Enforce punctuality standards among employees, ensure their timely presence and engagement in office related activities.
2. Maintain daily attendance records and close ministerial staff attendance promptly.
3. Manage the attendance abstract register and promptly submit it, along with the attendance register to supervisory officers.
4. Regularly update the Casual Leave Account Register.
5. Ensure the availability of infrastructure and workspace, including seating, tables, file storage and ICT facilities, for efficient work conduct.
6. Maintain a clean, well-lit office environment to enhance productivity; instruct cleaning staff accordingly.
7. Ensure the display of employee names, designations and sections in both Malayalam and English as per rules and regulations.
8. Ensure that the employee movements during office hours are recorded in the Movement Register.
9. Ensure that record room is separately identified and all files and records are maintained for easy identification and retrieval.
10. Oversee clerks (under supervision) maintain personal registers, inspect and promptly address any discrepancies.
11. Evaluate pending work, prepare monthly abstracts and arrears lists of each section.
12. Assist in budget preparation and ensure strict adherence to budget allocations.
13. Supervise government budget operations, fee collections and fund usage in compliance with rules and regulations.
14. Manage records related to training, service matters, accounts, stocks and cash books.
15. Coordinate with inspection and audit teams, assist in addressing audit objections.
16. Respond to audit queries in a timely manner and address audit objections effectively.
17. Disseminate audit information to relevant officials promptly.
18. Ensure timely provision of requested files, records, registers and documents.
19. Demand and collect liabilities promptly.
20. Monitor account reconciliation from the treasury and the AG.

21. Perform duties of Assistant State Public Information Officer if so designated.
22. Oversee remittances, admissions, stipends, scholarships and security deposits.
23. Ensure the settlement of various contingent bills such as telephone, water charges etc., for its timely payment.
24. Oversee the collection and remittance of various fees and auction money.
25. Monitor the collection of EMD and its disbursement.
26. Periodically review AMC agreements.
27. Update the office stock register with data on all administrative items, including electronics and computer accessories.
28. Ensure that the machinery and equipments in the office are well-maintained.
29. Enroll newly appointed employees in SPARK and various schemes.
30. Process increments and pensionary benefits in SPARK as per schedule.
31. Verify cash books, bills, and records regularly.
32. Verify the stamp account register.
33. Manage the timely purchase of training materials.
34. Monitor the collection and remittance of fees related to RTI.
35. Process applications under RTI Act, collect fees and provide timely responses.
36. Monitor statutory services in compliance with the RTS Act.
37. Issue acknowledgments for applications and complaints.
38. Maintain and update employee service books and property statements.
39. Periodically verify office stock registers, furniture, stationery and printed forms.
40. Verify vehicle and generator log books before fuel charge drawl.
41. Monitor the collection and remittance of Income Tax/GST and ensure timely returns.
42. Ensure the e-office system functions smoothly in all sections.
43. Monitor file movements and ensure timely disposal.
44. Supervise the Trade Test activities in the institute.
45. Ensure timely distribution of NTC/STC certificates.
46. Oversee the sanction, drawal and disbursement of stipends and scholarships.
47. Manage the receipt, distribution and utilization of stationery and printed forms.
48. Verify files submitted from sections, provide opinions, clarify and answer queries from superior officers, citing relevant statutes/ guidelines etc.,
49. Submit reports requested by higher authorities promptly.
50. Ensure timely updates, approvals and verifications through statutory web portals and software.
51. Maintain registers, records and files within the concerned sections.

52. Supervise the allocation of responsibilities among clerical staff, ensuring adherence to office orders.
53. Ensure timely entitlements for employees.
54. Provide support and guidance to subordinates as and when required.
55. Proactively engage with employees to gather innovative ideas for service enhancement.
56. Assign tasks based on employees' special skills and competencies.
57. Monitor service and take corrective and preventive actions when necessary.
58. Promote citizen-centric service delivery and principles of good governance among employees.
59. Foster an environment of accountability, devotion to duty, people friendliness and service mentality among employees.
60. In institutions without a Senior Superintendent, assume all responsibilities of Senior Superintendent except those pertaining to financial authority.
61. Perform other duties specified through various office orders or assigned by superior officers.



## Capacity Development Themes

- ◆ Administrative Efficiency
- ◆ Financial Management
- ◆ Leadership Development
- ◆ Time Management
- ◆ Effective Communication
- ◆ Problem Solving Skills
- ◆ Citizen-Centric Service Delivery
- ◆ Essential Life Skills



## Competencies

- ◆ Attention to Detail: This competency is crucial for maintaining precise records, ensuring compliance with regulations and overseeing administrative processes accurately.
- ◆ Accountability: Vital for ensuring accountable for his/her actions and decisions.
- ◆ Planning and Coordination: Effective planning and coordination skills are essential for managing various responsibilities, including financial management, training programs and record-keeping.
- ◆ Problem Solving: Dealing with audit objections, addressing compliance issues and improving operational efficiency requires strong problem-solving abilities.
- ◆ Communication Skills: Effective communication is vital for interacting with employees, higher authorities, audit teams and colleagues.

## Key Contacts

- ◆ Elected Officials (MLA, MP): To secure funding for the development of the Institute.
- ◆ Office of the Accountant General: For matters related to reconciliation and accounting.
- ◆ Local Hospitals: For emergency health check-ups for both trainees and staff.
- ◆ Fire and Rescue: To manage emergency situations effectively.
- ◆ Local Industries: For On Job Training opportunities and job placements.
- ◆ Police Department: For matters concerning law and order within the institute.
- ◆ Excise Department: To address anti-drug activities and related concerns.
- ◆ Regional Transport Office (RTO): For travel concessions and driver's license inquiries.
- ◆ KSRTC and Railway Authorities: For travel concession-related matters.
- ◆ District Industries Office: For industry-related classes, information and engagement with the Entrepreneurship Development (ED) Club.
- ◆ AIDS Control Society: For activities related to the Red Ribbon Club and blood donation.
- ◆ *Haritha Kerala Mission*: To collaborate on nature-related initiatives through the Nature Club.
- ◆ *Kudumbashree Mission*: For nutrition and cleanliness programs.
- ◆ KEXCON: To address watchman duties in the absence of a sanctioned watchman post.
- ◆ Health Inspector: For health-related inquiries and support.
- ◆ Food Safety Authorities: For nutrition programs and food safety.
- ◆ District Employment Office: To engage with the Institutional Management Committee (IMC) and the placement cell.
- ◆ SC/ST/BCDD/Fisheries Department: In matters of stipends and scholarships.
- ◆ Legal Service Society: To conduct orientation classes for trainees and staff.
- ◆ Local Government Bodies: For matters concerning land acquisition, professional tax and participation in Haritha Kerala Mission initiatives.
- ◆ Labour Welfare Fund Board: For scholarships, stipends and trainee admissions.
- ◆ District Sports Council: To facilitate trainee admissions through sports quotas.
- ◆ District Collectorate: For District Development Committee (DDC) meetings, land acquisition and appointment of a full-time sweeper.
- ◆ Stationery and Printing Department: For the supply and distribution of stationery and printed forms.
- ◆ District Treasury: To handle bill processing and challan remittances.
- ◆ Banks: For cheque processing, fund transfers and account management.
- ◆ Women and Child Development Department: For matters related to the Internal Complaint Committee (ICC).



# Group Instructor

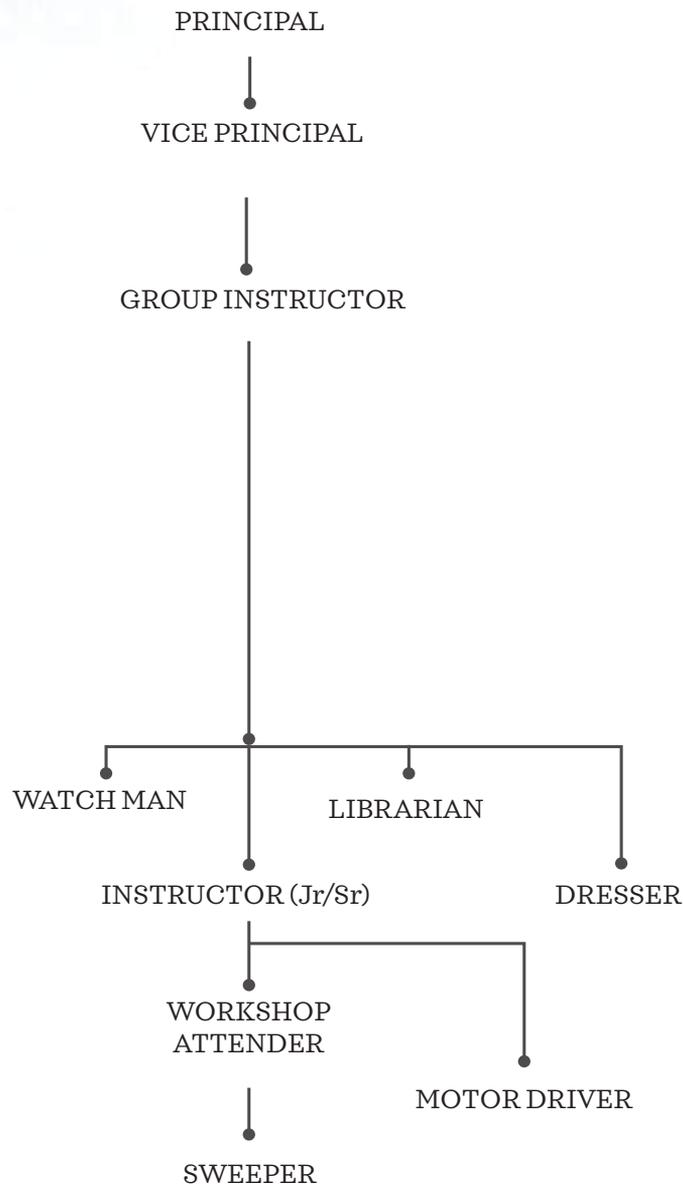


## Job Summary:

The Group instructor is responsible for ensuring high-quality training programs to the trainees in adherence to curriculum and safety regulations. S/he facilitates assessments, maintain records and monitor progress, offers guidance and support to trainees. Group Instructor also assist in administrative tasks related to training programs and collaborates with superior officers to implement various initiatives.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

#### By Promotion:

- ◆ Promotion from the post of Senior Instructor.

#### For Direct Recruitment:

- (a) A degree in any branch of Engineering of a recognized University or its equivalent qualification.

#### OR

- (b) Diploma in any branch of Engineering from a Govt. Polytechnic or any Polytechnic institute recognized by Government or its equivalent qualification.

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Attention to Detail: Accurately maintains and updates a broad range of training documents ensuring precision and compliance with established standards.
- ◆ Organizational Skills: Effectively manages multiple tasks such as conducting inspections, overseeing administrative duties requires strong organizational capabilities.
- ◆ Communication Proficiency: Clearly conveys training instructions to trainees ensuring comprehension and effective learning.
- ◆ Adaptability: Shows flexibility in handling various duties assigned by superiors adapting to changing requirements and new initiatives.
- ◆ Leadership: Demonstrates leadership by supervising trainees, promoting discipline and facilitating model classes.
- ◆ Technical Knowledge: Possesses in-depth understanding of trade-specific subjects undertaking lesson planning and practical demonstrations with expertise.
- ◆ Analytical Skills: Skilfully analyses training-related data to evaluate program effectiveness and identify areas for improvement.

### Skills and Abilities (To be assimilated progressively):

- ◆ Record-Keeping: Efficiently maintains and updates a variety of training records.
- ◆ Problem-Solving: Quickly identifies and resolves issues related to training materials, equipment functionality and learner performance.
- ◆ Collaboration: Works effectively with superiors and stakeholders to implement training initiatives and support program goals.
- ◆ Teamwork: Demonstrates a collaborative approach when working with fellow instructors and staff to achieve training objectives.
- ◆ Counselling: Provides guidance and support to trainees when needed.

## Working Conditions:

- ♦ Adequate presence of instructors.
- ♦ Availability of tools, machines and equipments.
- ♦ Workshop and classroom space conforming to norms.

## Other Requirements:

- ♦ Mandatory CITS Training in accordance with DGT norms.
- ♦ The Group Instructor is expected to stay updated about current laws, government orders, rules, guidelines, proceedings and regulations related to the Industrial Training Department.
- ♦ A thorough understanding of the training manual for ITIs is essential.

## Duties and Responsibilities

1. Coordinate shift timings for trainees and trainers.
2. Inspect trade workshops and labs to evaluate training effectiveness as per the department's Training Manual.
3. Monitor instructor's adherence to the syllabus.
4. Facilitate model classes for trainers and trainees.
5. Review instructors lesson plans for accuracy and proper planning.
6. Observe instructor lectures to ensure correct teaching techniques are used.
7. Oversee the use of NSQF documents and records by instructors.
8. Enforce trade safety rules and regulations.
9. Ensure availability of training materials and consumables.
10. Oversee tool and equipment functionality and routine maintenance.
11. Monitor canteen operations.
12. Oversee hostel operations.
13. Supervise the duties of the watchman.
14. Maintain discipline among trainees.
15. Report continuous trainee absences to the principal.
16. Ensure attendance for morning and afternoon sessions of trainees and review diaries and other records.
17. Process trainees' leave applications.
18. Prepare and submit monthly stipend data (attendance) to the office.
19. Supervise auction-related activities as directed.
20. Organize weekly trainee assemblies.
21. Monitor the coordination of On Job Training related activities.
22. Supervise collaborative tasks carried out with the partnerships of NGOs like Udayam Foundation and Quest Alliance.
23. Perform the following duties as and when assigned by Principal pertaining to:

- a. Admission
- b. Trade Test
- c. Trainees Council Election
- d. Arts and Sports
- e. *Naipunya Karma Sena, Haritha Karma Sena*, ED Club, NSS, NCC, YIP activities
- f. Forestry/ Nature/ Photography Club activities
- g. Placement and career guidance cell
- h. Alumni Association
- i. Noon Meal/ Nutrition Programme
- j. Motivation classes and counselling
- k. Grading related works
- l. Physical verification of store & stock and General Indent Register
- m. Condemnation
- n. Arrangements for breakdown maintenance of tools and equipment
- o. External resource person's classes
- p. Short-term courses
- q. Technical assurance and certification in procurement of tools, equipment and consumables
- r. Production Centre
- s. New schemes initiated by the Principal/ Director of Training/ State Government/ Central Government.

24. Perform other duties as specified through various orders or assigned by superior officials..



## Capacity Development Themes

- ◆ Assessment and Evaluation Techniques
- ◆ Leadership and Communication Skills
- ◆ Technical Proficiency
- ◆ Teaching Methods for Training
- ◆ Conflict Resolution and Mediation
- ◆ Curriculum Development
- ◆ Counselling and mentoring Skills
- ◆ Educational Psychology
- ◆ Modern Tools and Equipment
- ◆ Essential Life Skills



## Competencies

- ◆ Attention to Detail: Ensure the accuracy and completeness of training records, assessments. Compliance to safety regulations that requires meticulous attention to detail.
- ◆ Organizational Awareness: Understanding and adhering to departmental and institutions training objectives.
- ◆ Communication Skills: Effectively conveying training instructions and information to trainees, colleagues and superiors.

- ◆ Teamwork: Collaborating with other instructors and staff members to achieve training goals and maintaining a harmonious working environment.
- ◆ Problem Solving: Addressing challenges related to training materials, equipment and learner performance by identifying and implementing effective solutions.

## Key Contacts

- ◆ Hospitals: Contact in case of Casualties or medical emergencies.
- ◆ Fire and Rescue: Contact for safety awareness and in case of accidents/ emergencies.
- ◆ Industries: Contact for On Job Training (OJT) and job placements.
- ◆ Related Instruction Centre: Contact for apprentice registration.
- ◆ Police Department: Contact for law and order matters.
- ◆ Excise Department: Contact for awareness and drug-related issues.
- ◆ Regional Transport Office (RTO): Contact for awareness and travel-related matters.
- ◆ Railway Authorities: Contact for travel-related matters.
- ◆ District Industries Office: Contact for awareness and activities related to the Entrepreneurship Development (ED) Club.
- ◆ AIDS Control Society: Contact for awareness and matters related to the Red Ribbon Club (RRC).
- ◆ *Haritha Kerala Mission*: Contact for green campus-related activities.
- ◆ *Kudumbashree Mission*: Contact for noon meal, nutrition and canteen matters.
- ◆ District Employment Office: Contact for awareness and job placements.
- ◆ SC/ST/BCD Department: Contact for stipend-related matters.
- ◆ Legal Services Society: Contact for legal awareness.
- ◆ Local Bodies: Contact for On Job Training (OJT) and *Naipunya Karma Sena*-related matters.
- ◆ Kerala State Electricity Board (KSEB): Contact for power-related matters.
- ◆ Water Authority: Contact for potable water-related matters.
- ◆ Bank: Contact for Mudra loan and Entrepreneurship support.

# Trade Instructor

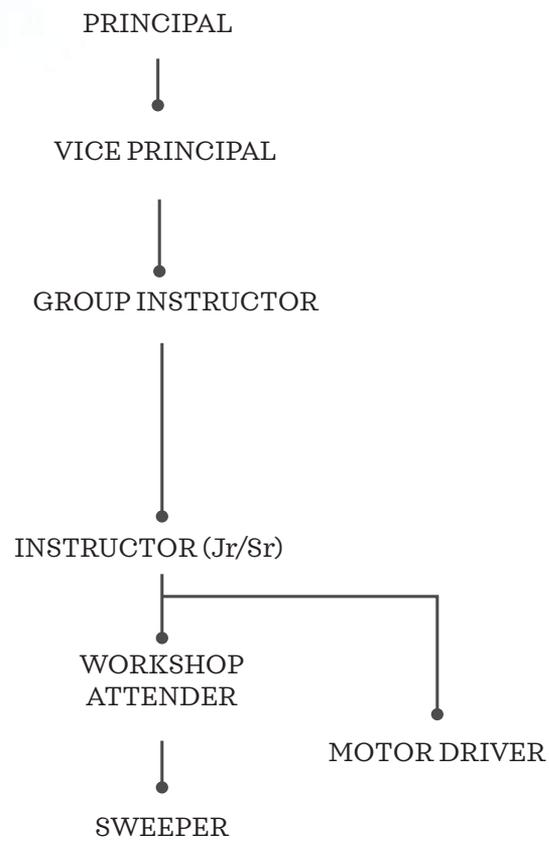


## Job Summary:

The Trade Instructor is responsible for the comprehensive development of trainees, delivering both theoretical and practical instruction in the trade. S/he is also responsible for fostering discipline, ensuring a safe and conducive learning environment. S/he shall provide alumni & career support, engage with parents and actively contribute for the institution's overall excellence through collaborative efforts.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ♦ Matriculation or equivalent
  - ♦ B. Tech/ Diploma in concerned branch
- OR**
- NTC in the concerned branch with 3 years' experience
- OR**
- NAC in the concerned branch with one-year experience.

### Physical and Mental Attributes:

- ♦ S/he should possess sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ♦ Adaptive mentorship: Skillful in providing tailored guidance and support to address diverse learning needs.
- ♦ Motivation: Proficient in inspiring trainees to excel, persist and pursue continuous improvement.
- ♦ Resourcefulness: Capable of orchestrating efficient training sessions, assessments and practical demonstrations.
- ♦ Empathetic Communication: Adept at understanding trainee concerns and conveying information with clarity and empathy.
- ♦ Collaboration: Skilled in teamwork, resolving conflicts and promoting a cohesive learning environment.
- ♦ Detail-Oriented: Thorough and meticulous in maintaining accurate records and adhering to schedules.
- ♦ Instructional Proficiency: Expertise in delivering trade theory content and conducting practical demonstrations effectively.
- ♦ Assessment Skills: Ability to design and administer learning assessments, analyse results and tailor interventions.

### Skills and Abilities (To be assimilated progressively):

- ♦ Counselling Acumen: Skilled in offering guidance, support, mentorship etc., to address trainees' academic and personal pursuits.
- ♦ Data Management: Proficient in accurately recording attendance, assessments and other training-related data.
- ♦ Problem-Solving: Capable of analysing issues, identifying solutions and implementing corrective measures.

- ◆ **Organizational Skills:** Strong ability to manage administrative tasks, maintain records and coordinate schedules.
- ◆ **Interpersonal Communication:** Excellent verbal and written communication skills to engage with trainees, colleagues and parents effectively.
- ◆ **Safety Oversight:** Knowledgeable in implementing safety protocols, regulations and best practices in training environments.
- ◆ **Time Management:** Effective in managing various responsibilities, adhering to deadlines and optimizing training schedules.
- ◆ **Parental Engagement:** Strong ability to install positive relations with parents, communicate effectively and address concerns.
- ◆ **Leadership Skills:** Ability to guide trainees, inspire teamwork and supervise trainees during periods of co-instructor absence.
- ◆ **Adaptability:** Willingness to adapt to evolving educational methodologies, technologies and industry practices

### **Working Conditions:**

- ◆ Access to tools, machinery and equipment in accordance with the syllabus.
- ◆ Workshop and classroom spaces according to established standards with proper lighting and ventilation.

### **Other Requirements:**

- ◆ Mandatory CITS training as per DGT norms.
- ◆ Awareness of the Training Manual, current laws, government orders, rules, guidelines, proceedings and regulations related to the Industrial Training Department.

## **Duties and Responsibilities**

### **A) Trainee Development:**

1. Impart knowledge and skill to trainees according to syllabus and learning outcomes.
2. Maintenance of various register and records.
3. Verify their notes and practical work of trainees.
4. Conduct learning outcome tests as per the program of coaching.
5. Prepare teaching aids for training.
6. Ensure that the machines in the section are in good working condition and are properly cleaned every day at the closing time.
7. Require the tools and raw materials required for the section.
8. Process leave application of trainees.
9. Provide remedial support and guidance for those trainees requiring additional support.
10. Report continuous absenteeism of trainees promptly to the superior officials.
11. Organize Shop Floor Training for trainees with attendance deficiencies.

12. Collect Trade Test Applications and associated fees within specified timelines
13. Supervise and monitor On Job Training (OJT) and maintain accurate records.
14. Offer guidance on maintaining a clean campus and implement proper waste management plan.
15. Educate trainees about avoiding drop-out situations and motivate them to stay committed.
16. Motivate and guide trainees in their project work and innovative ideas.
17. Register qualified trainees with the RIC promptly.
18. Attend to all grievances related with examination/ training from trainees.
19. Assist & support in the preparation of project reports of trainees.
20. Initiate steps to publish success stories of trainees in the website.
21. Accompany trainees during On Job Training, industrial visits and other journeys as instructed by the Head of the institution.
22. Maintain the following records related to NSQF and other training activities and submit them to the superior officers in a timely manner:
  - ◆ Lesson Plan
  - ◆ Demo Plan
  - ◆ Information Sheet
  - ◆ Job Sheet
  - ◆ Formative assessment (Annexure 2)
  - ◆ Formative assessment (Annexure 3)
  - ◆ Trainers' Observation and evaluation report
  - ◆ OJT planning register
  - ◆ Split up syllabus- Trade Theory
  - ◆ Split up syllabus- Trade Practical
  - ◆ Programme of Coaching- Trade Theory
  - ◆ Programme of Coaching- Trade Practical
  - ◆ Project work Register
  - ◆ Progress Card
  - ◆ Progress Chart
  - ◆ Machine maintenance Logbook
  - ◆ Monthly schedule of Instructions
  - ◆ Trainees Diary
  - ◆ Attendance Register
  - ◆ Shop Floor Training Register
  - ◆ Trade Placement Register (Ensure the follow up of 3 years after the completion of

training)

- ◆ Trade visitors register
- ◆ Class PTA register
- ◆ T & P Stock Register
- ◆ T & P Indent Book
- ◆ Consumables Stock Register
- ◆ Consumables Indent Book
- ◆ Store Return Book
- ◆ Submission Book
- ◆ Trainees Leave Register
- ◆ Trade Internal inspection register

**B) Administrative Responsibilities:**

1. Carry out admission-related tasks as directed by superior officers.
2. Assist in the office responsibilities as and when instructed by the Principal.
3. Perform exam duties in line with guidelines from the concerned authority.
4. Update trainee and personal data promptly in SIP, EMS Portals or other designated platforms.
5. Submit stipend eligibility data and required documents within prescribed timeframes to the office administration.
6. Compile and submit daily lists of students eligible for Noon Meal/Nutrition programme as per the established schedule.
7. Rectify malfunctioning tools and equipment independently or with support from related trades or external experts.
8. Adhere to preventive, breakdown and predictive maintenance schedules and document them in the machine maintenance Log Book.
9. Compile Asset Registers for projects such as Public Private Partnerships and Skills Strengthening for Industrial Value Enhancement (STRIVE).

**C) Procurement and Supply:**

1. Awareness of the tools, equipments and consumables required for the trade according to the current syllabus.
2. Submit detailed specifications for required items.
3. Ensure the availability of consumables for six-month training periods in advance.
4. Perform technical evaluations and certify procured items.
5. Intend procured items from the store to the trade in a timely manner.

**D) Alumni and Career Support:**

1. Foster and maintain positive relationships with former trainees.
2. Offer guidance on career opportunities and higher education options.

3. Promote active involvement of trainees and former trainees in the Alumni Association.
4. Motivate participation of trainees in placement drives.

**E) Parental Engagement:**

1. Maintain positive relationships with parents and provide awareness about trade-related placement possibilities and higher education.
2. Form parent's groups and communicate to them about day-to-day training and related information.
3. Conduct monthly online PTA meetings and quarterly PTA meetings at the institute.
4. Notify parents directly in case of unauthorized absence.

**F) Collaborative Efforts:**

1. Imbibe a spirit of cooperation and maintain positive relationships with colleagues.
2. Manage trainees in the same trade during the absence of co-instructors.
3. Coordinate leave arrangements with co-instructors to ensure uninterrupted training.

**G) Contributions to Institutional Excellence:**

1. Assist the administration in fulfilling assigned responsibilities related to co-curricular and extracurricular activities, including:
  - ◆ Discipline and cleanliness among trainees.
  - ◆ Participation in activities like *Naipunya Karma Sena*, *Haritha Karma Sena*, PTA, IMC, Environmental Social System Assessment, NSS, NCC, ED Club, Red Ribbon Club, YIP, Forestry /Nature/photography Club etc.
  - ◆ Support trainees' council elections.
  - ◆ Participation of trainees in placement drives such as India skills, Job fairs and Career Guidance cell.
  - ◆ Assist in the working of grievance redressal cell.
  - ◆ Cooperate with the Women's Grievance Redressal Cell (if applicable)
  - ◆ Serve on the Discipline Committee.
  - ◆ Support sports and arts activities.
  - ◆ Engage with the Alumni Association.
  - ◆ Assist with the Noon Meal/ Nutrition Programme.
  - ◆ Conduct motivation classes and counselling
  - ◆ Assist in grading-related activities
  - ◆ Support production Centre-related activities
  - ◆ Assist in the implementation and awareness of new schemes as directed by the Principal, Director of Training, State Government or Central Government.
  - ◆ Perform other duties as specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Instructor Development / Development Trainer Skills
- ◆ Effective Communication skills
- ◆ Mentoring and counselling
- ◆ Workshop Maintenance and Management
- ◆ Records and Data Management
- ◆ Career Guidance and counselling
- ◆ First Aid and Safety
- ◆ Time Management and Organizational Awareness
- ◆ Essential Life Skills



## Competencies

- ◆ Empathy: Essential for understanding and addressing the diverse needs and challenges of trainees.
- ◆ Communication skills: Crucial for effective instructions, guidance and collaboration with trainees, colleagues and parents.
- ◆ Attention to Detail: Important for maintaining accurate records and ensuring safety in training environments.
- ◆ Problem Solving: Necessary for resolving issues related to training and curriculum delivery.
- ◆ Developing Others: Valuable for mentoring and supporting the growth of trainees.
- ◆ Initiative and Drive: Beneficial for proactively improving teaching methods and contributing to institutional excellence.
- ◆ Team Work: Essential for collaborating harmoniously with colleagues and sharing resources and responsibilities..



## Key Contacts

- ◆ Hospitals: Contact for medical emergencies or casualties.
- ◆ Fire and Rescue: For awareness and assistance in case of accidents.
- ◆ *Haritha Kerala Mission*: For involvement in green campus activities.
- ◆ Trade-Related Industries: For On Job Training (OJT) and placement opportunities.
- ◆ Related Instruction Centre: For apprenticeship registration.
- ◆ District Industries Office: For awareness and activities related to the ED club.

# AVTS (Advanced Vocational Training Scheme) Special Instructor



## Job Summary:

AVTS Special Instructor has a pivotal role in facilitating the acquisition of specialized skills and knowledge among trainees. S/he is responsible for utilizing cutting-edge industry techniques, leveraging the latest industry technologies fostering a dynamic learning environment.



## Reporting and Supervisory Relationship

AVTS PRINCIPAL



AVTS SPECIAL INSTRUCTOR



## Job Specifications

### Qualifications:

- ◆ General educational qualification of SSLC or its equivalent.
- ◆ B.Tech with one year experience  
OR  
Diploma with Five years experience  
OR  
NTC with Seven years experience

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Subject matter Expertise: Profound knowledge and expertise in the specific field or industry relevant to the training program.
- ◆ Communication: Strong verbal and written communication skills to convey complex concepts effectively.
- ◆ Patience: A patient and empathetic approach when working with learners at various skill levels.
- ◆ Innovation: Capacity to introduce creative and engaging teaching methods and materials.
- ◆ Problem-Solving: Aptitude for addressing challenges and helping trainees overcome obstacles.
- ◆ Motivation: The ability to inspire and motivate learners to excel and strive for continuous improvement.
- ◆ Interpersonal Skills: Exceptional interpersonal skills to establish a positive rapport with trainees and colleagues.
- ◆ Organization Ability: Strong organizational skills to manage curriculum development, class schedules and records.
- ◆ Adherence to Standards: A commitment for maintaining high-quality training standards and staying current with industry trends.

### Skills and Abilities (To be assimilated progressively):

- ◆ Presentation skills: Capable of delivering & engaging informative presentations and demonstrations.
- ◆ Technological Competence: Familiarity with relevant tools and technologies used in the field.

- ◆ Data Analysis: Ability to analyse training outcomes and adjust strategies for improvement.
- ◆ Time Management: Effective time management skills to balance various tasks and self-improvement.
- ◆ Conflict Resolution: Capability to resolve conflicts and disagreements professionally and constructively.
- ◆ Collaboration: Ability to collaborate with colleagues and industry partners to further training programs.
- ◆ Cultural Sensitivity: Awareness and respect for diverse backgrounds and culture.

### **Working Conditions:**

- ◆ Adequate classroom space adhering to established standards.

### **Other Requirements:**

- ◆ Mandatory CITS training observing DGT norms.
- ◆ Knowledge of cutting-edge technologies in the respective field.
- ◆ Adherence to any additional curriculum-related prerequisites.
- ◆ Awareness of the Training Manual, current laws, government orders, rules, guidelines, proceedings and regulations related to the Industrial Training Department.

## **Duties and Responsibilities**

1. Promote and publicize the courses in a timely manner.
2. Revise the syllabus to incorporate the latest technologies.
3. Prepare certificates off completion.
4. Ensure cleanliness of the institute.
5. Procure consumable supplies as needed.
6. Maintain and repair tools and equipment's.
7. Foster discipline and cultivate positive relationships among trainees.
8. Offer guidance on opportunities and higher education options for trainees.
9. Encourage participation of trainees in placement drives.
10. Foster cooperation and maintain smooth relationships with colleagues.
11. Ensure the meticulous upkeep of the following documents/ records:
  - a) Lesson Plan
  - b) Demonstration Plan
  - c) Program of coaching
  - d) Monthly Plan
  - e) Yearly Plan
  - f) Attendance Register

- g) Certificate issual register
- h) Admission Register
- i) Placement Register
- j) Visitors register

12. Perform other duties specified through various other orders or assigned by superior officers.



## Capacity Development Themes

- ◆ Instructor Development
- ◆ Technical skills enhancement
- ◆ Career Guidance and Counselling
- ◆ Document Management and Administration
- ◆ Advanced Technology Integration
- ◆ Essential Life skills



## Competencies

- ◆ Organisational Awareness: Relevant for tasks like procurement, maintenance and cooperation with colleagues.
- ◆ Self-Confidence: Required for providing guidance, motivation and ensuring discipline among trainees.
- ◆ Integrity: Crucial for maintaining discipline, good relations and accountability.
- ◆ Communication Skills: Necessary for effective classroom management, providing guidance and maintaining cooperation with colleagues.



## Key Contacts

- ◆ Hospitals: Contact in case of emergencies or casualties.
- ◆ Fire and Safety Authority: Contact for safety awareness and in case of accidents.
- ◆ Trade-Related Industries: Contact for On Job Training (OJT) and placement opportunities.
- ◆ District Industries Office: Contact for awareness and ED Club-related activities.
- ◆ District Employment Office: Contact for placement-related enquiries and assistance.



# Arithmetic Cum Drawing Instructor

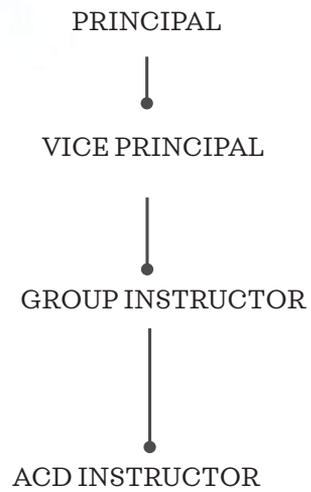


## Job Summary:

ACD Instructors has a decisive role in imparting comprehensive training in core technical subjects such as Engineering Drawing, Workshop Calculation and Science. S/he is expected to lend pedagogical expertise to cultivate a deep understanding of mathematical concepts and artistic skills among students. S/he shall foster a conducive learning environment ensured the holistic development of trainees, through effective instruction and innovative teaching methods.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ SSLC or its equivalent
- ◆ B. Tech / Diploma in Civil, Mechanical, Electrical, Electronics, Electronics and Communication Engineering

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Subject Matter Expertise: In-depth knowledge and mastery of core skills subjects.
- ◆ Adaptability: Ability to stay updated with rapidly evolving design technologies and tools.
- ◆ Pedagogical Skills: Excellent teaching and instructional abilities to convey complex concepts effectively to students.
- ◆ Creativity: Capacity to inspire and encourage creative thinking and problem-solving among trainees.
- ◆ Communication: Excellent verbal and written communication skills to convey ideas clearly and concisely.
- ◆ Patience: A patient and supportive demeanour to assist students in their learning journey.
- ◆ Attention to Detail: A Keen eye for detail to ensure student's work meets high standards.

### Skills and Abilities (To be assimilated progressively):

- ◆ Curriculum Development: Ability to create and update course materials, lesson plans and assessments.
- ◆ Classroom Management: Skill in maintaining an organized and engaging learning environment.
- ◆ Assessment and Feedback: Proficiency in evaluating student work and providing constructive feedback for improvement.
- ◆ Problem solving: Capability to assist students overcome design challenges and technical issues.
- ◆ Interpersonal skills: Building rapport with students, fostering a positive learning atmosphere and addressing individual learning needs.
- ◆ Professional Development: Dedication to staying updated with industry trends and continuously strive for improving teaching methodologies.
- ◆ Project Coordination: Facilitating collaborative design projects and guiding students through the creative process.

- ◆ Critical Thinking: Encouraging students to think critically about design choices and concepts.

### **Working Conditions:**

- ◆ Classroom spaces in accordance with established standards with proper lighting and ventilation

### **Other Requirements:**

- ◆ Mandatory CITS training as per DGT norms
- ◆ Awareness on the Training Manual of the Industrial Training Department.

## **Duties and Responsibilities**

1. Educate knowledge including Engineering Drawing, Workshop Calculation and Science in adherence with approved curriculum.
2. Enforce discipline among trainees and persuade them to adhere to safety rules and regulations.
3. Establish a safe and secure environment for trainees.
4. Maintain attendance records.
5. Evaluate and assess trainees according to established norms.
6. Provide remedial support and guidance to trainees requiring additional support.
7. Mentor and counsel trainees as and when required.
8. Offer guidance on maintenance of a clean campus and proper waste management.
9. Foster and maintain a positive and friendly rapport with trainees.
10. Educate trainees about dropout risks and motivate them to stay committed.
11. Encourage, motivate and guide trainees in generating innovative ideas.
12. Ensure the completion of the syllabus as per the coaching program and training calendar.
13. Maintain various training-related records in the section, including:
  - a. Current Syllabus
  - b. Lesson Plans/Demonstration Plans
  - c. Information Sheets
  - d. Workshop Calculation and Science / Engineering Drawing Split-up Syllabus
  - e. Program at coaching of workshop calculation and Science/Engineering Drawing
  - f. Progress Cards
  - g. Monthly Instruction Schedules
  - h. Attendance Register
  - i. Class PTA Register
14. Assist and support in the preparation of project report of trainees.
15. Awareness of new initiatives and schemes of central and state governments.

### **Administrative Responsibilities:**

1. Execute admission-related activities as directed by the Principal/Vice Principal/Group Instructor/ Admission in - charge of the institute
2. Fulfil exam duties as required by the relevant authority's guidelines
3. Update personal data of trainees in the MIS, EMS portal or other platforms as and when required by the Head of the Institution

### **Alumni and Career Support:**

1. Maintain positive relationships with former trainees.
2. Provide guidance regarding opportunities and higher education.
3. Encourage participation in the Alumni Association.
4. Motivate participation in placement drives.

### **Parental Engagement:**

1. Keep positive relationships with parents.
2. Guide parents about trade options, placement opportunities and higher education prospects.
3. Participate in class PTA meetings.

### **Collaboration with Colleagues:**

1. Maintain cooperation and smooth relations with colleagues.
2. Handhold trainees in the absence of co-instructors.
3. Communicate all trainee-related matters to the relevant trade instructors.
4. Coordinate leave requests with trade instructors to minimize class disruptions.

### **Contributions to Institutional Excellence:**

1. Support the administration in fulfilling assigned tasks related to co-curricular and extracurricular activities, including:
  - ◆ Uphold discipline and cleanliness
  - ◆ Participate in *Naipunya Karma Sena*
  - ◆ Participate in *Haritha Karma Sena*
  - ◆ Contribute to the Parent-Teacher Association (PTA)
  - ◆ Engage in the Institutional Management Committee (IMC)
  - ◆ Participate in Environmental Social System Assessment
  - ◆ Involvement in NSS (National Service Scheme), NCC (National Cadet Corps)
  - ◆ Engage with ED Club, Red Ribbon Club, YIP, Forestry/Nature/Photography Club etc.,
  - ◆ Support the library activities
  - ◆ Assist in Trainees' Council Elections
  - ◆ Facilitate placement drives such as India skills, Job Fairs and career guidance cell, functioning as a placement officer
  - ◆ Participate in grievance redressal cell

- ◆ Participate in the Women's Grievance Redressal Cell (if applicable)
  - ◆ Contribute to the Discipline Committee
  - ◆ Support sports and arts activities
  - ◆ Engage with the Alumni Association
  - ◆ Assist in the Noon meal/ Nutrition Program
  - ◆ Conduct motivation classes and counselling sessions
  - ◆ Assist with grading-related tasks
  - ◆ Contribute to production Centre activities
  - ◆ New schemes introduced by the Principal/Director of Training/State Govt./ Central Govt.
2. Perform other duties specified through various orders or assigned by superior officers.



## Capacity Development Themes

- ◆ Teaching and Instructional Design
- ◆ Educational Psychology
- ◆ Curriculum Development
- ◆ Classroom Management and Pedagogy
- ◆ Project-Based Learning
- ◆ Essential Life Skills



## Competencies

- ◆ Attention to Detail: This competency is crucial for maintaining accurate records, conducting assessments and ensuring that student's work meets high standards.
- ◆ Communication Skills: Effective communication is essential for conveying complex concepts, providing guidance and fostering a positive learning environment.
- ◆ Team Work: Collaboration with colleagues, coordinating leave schedules and working together requires strong team-working abilities.
- ◆ Problem Solving: Assisting students in overcoming design challenges and technical issues necessitates problem-solving skills.
- ◆ Developing Others: Mentoring and counselling trainees and motivating them to participate in various activities require the ability to develop and guide others effectively.



## Key Contacts

- ◆ Medical Facilities: Contact for medical emergencies or casualties.
- ◆ Fire and Rescue: Contact for safety awareness and response in case of accidents.
- ◆ *Haritha Kerala Mission* Representatives: Liaison for green campus initiatives and activities.
- ◆ RIC: Contact for apprenticeship registration.
- ◆ District Industries Office: Contact for awareness initiatives and activities related to the ED Club.

# Employability Skill Instructor

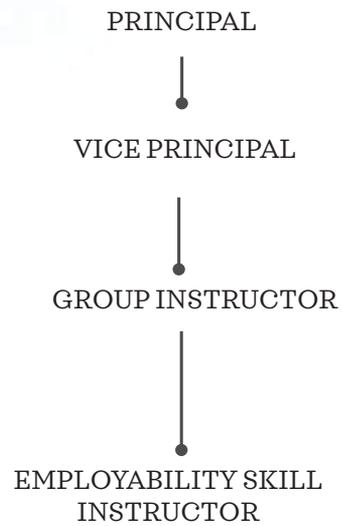


## Job Summary:

Employability Skill Instructor is responsible for the delivery of core skill subjects according to prescribed syllabi, fostering a safe and disciplined learning environment. S/he shall assess and mentor trainees, actively engaging with former trainees and parents to guide trainees towards taking up employment and higher education opportunities. S/he plays a crucial role in collaborating with external agencies and supporting various administrative and institutional initiatives, ensuring the overall development and success of the institution and trainees.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Essential: MBA or BBA/ Degree in Sociology/ Social Welfare / Economics with 2 years' experience.
- ◆ Desirable: Should have studied English/ Communication Skills and basic computer in the higher secondary/ Diploma Level.

### Physical and Mental Attributes:

- ◆ S/he possess sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Mentoring Aptitude: Should possess an ability to mentor and counsel trainees, helping them build self-confidence and instilling a commitment to personal and professional growth.
- ◆ Interpersonal Skills: Strong interpersonal skills are essential for maintaining constructive relationships with trainees, colleagues, parents and external agencies.
- ◆ Leadership: Demonstrate leadership qualities to maintain discipline, motivate trainees and guide them towards entrepreneurship and employability.
- ◆ Organizational Skills: The ability to maintain records, coordinate activities and fulfill administrative duties efficiently is vital for ensuring program success.
- ◆ Communication Proficiency: Effective communication, both written and verbal, is necessary to convey complex ideas, provide guidance and collaborate with various stakeholders.
- ◆ Empathy: A compassionate and empathetic approach is crucial for understanding the challenges faced by trainees and providing the necessary support and motivation.

### Skills and Abilities (To be assimilated progressively):

- ◆ Teaching Skills: Proficiency in delivering lessons, developing engaging materials and adapting teaching methods to suit diverse learning styles.
- ◆ Assessment and Evaluation: The ability to design and conduct assessments, evaluate trainee performance and provide constructive feedback for improvement.
- ◆ Conflict Resolution: Skills in handling disciplinary issues and resolving conflicts among trainees with tact and professionalism.
- ◆ Data Management: Competence in maintaining attendance records, syllabus documentation and other training-related records accurately.
- ◆ Collaboration: Effective collaboration with external agencies, colleagues and institutional authorities to organize training programs and extracurricular activities.
- ◆ Time Management: Efficiently manage time to ensure syllabus completion, administrative tasks and participate in institutional activities.
- ◆ Problem-Solving: The ability to identify challenges faced by trainees and develop solutions to overcome such obstacles.

- ◆ Teamwork: Work collaboratively with colleagues, especially during co-instructor absences, to ensure the continuity of training.
- ◆ Motivational Skills: Inspiring trainees to participate in alumni associations, placement drives and co-curricular activities.

### Working Conditions:

- ◆ Adequate classroom space in accordance with established norms.

### Other Requirements:

- ◆ Awareness of the Training Manual, current laws, government orders, rules, guidelines, proceedings and regulations related to the Industrial Training Department



## Duties and Responsibilities

### A) Instructional Responsibilities:

1. Deliver core skill subjects (Employability Skill) in accordance with the prescribed syllabus.
2. Enforce discipline among the trainees and persuade them to adhere to Safety Rules and Regulations.
3. Cultivate an entrepreneurial mindset among the trainees.
4. Establish a safe and secure environment for trainees.
5. Prepare and maintain attendance records of trainees.
6. Assess and evaluate trainees in compliance with established norms.
7. Conduct mock tests and assess performance.
8. Provide remedial support to trainees who require additional support.
9. Mentor and counsel trainees.
10. Foster social commitment and self-confidence among trainees.
11. Maintain healthy and cordial relationships with trainees.
12. Raise awareness among trainees about potential drop-out situations and motivate them to avoid it.
13. Encourage, motivate and guide trainees to generate innovative ideas.
14. Coordinate necessary training in collaboration with external agencies selected by the department.
15. Ensure the completion of the syllabus as per the program of coaching and Training calendar.
16. Maintain records related to NSQF and other training matters.
17. Assist & support in the preparation of project reports of trainees.

### B) Administrative Responsibilities:

1. Assist in the admission-related activities as required.
2. Fulfill exam duties as assigned, following guidelines issued by the relevant authority.
3. Update personal data of trainees in Skill India Digital Portal or other portals as instructed by the Head of the Institution.

**C) Alumni and Parental Engagement:**

1. Motivate former trainees to pursue self-employment.
2. Nurture positive relationships with former trainees.
3. Provide guidance on opportunities for higher education and career prospects.
4. Encourage participation of trainees and former trainees in the Alumni Association and placement drives.
5. Support parents by sharing information about the trainees trade, placement opportunities and higher education options.
6. Participate in class Parent-Teacher Association (PTA) meetings.

**D) Colleague Relations:**

1. Maintain cooperative and harmonious relationships with colleagues.
2. Assume responsibility for trainees in the absence of co-instructors.
3. Communicate all matters concerning trainees to the relevant trade instructors.
4. Coordinate leave requests with trade instructors to ensure uninterrupted classes.

**E) Institutional Support:**

1. Assist the administration in organizing co-curricular and extracurricular activities, including maintaining discipline and cleanliness.
2. Contribute to *Naipunya karma sena* and *Haritha karma sena* initiatives.
3. Engage with PTA, IMC and Environmental Social System Assessment activities.
4. Participate in NSS, NCC, ED Club, Red Ribbon Club, YIP, Forestry/Nature/Photography Club, etc.,
5. Contribute to the library's activities.
6. Facilitate Trainees' Council elections.
7. Support placement drives as placement officer for India Skills, Job Fairs and Career Guidance sessions.
8. Address grievances effectively through the Grievance Redressal Cell.
9. Participate in the Women's Grievance Redressal Cell (if applicable).
10. Serve on the Discipline Committee.
11. Engage with Sports & Arts activities of the institute.
12. Participate in Alumni Association activities.
13. Assist in the Noon Meal/Nutrition Programme.
14. Facilitate motivation classes and counselling.
15. Participate in grading-related tasks.
16. Support Production Centre-related activities.
17. Assist in publishing success stories of trainees in the website.
18. Assist in the implementation and awareness of new schemes as directed by the Principal, Director of Training, State Government or Central Government.
19. Perform other duties as specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Teaching and Instructional Skills
- ◆ Mentoring and Counseling Certification
- ◆ Communication and Interpersonal Skills
- ◆ Time Management and Organization Skills
- ◆ Leadership Development Programs
- ◆ Public Speaking and Presentation Skills Courses
- ◆ Conflict Resolution and Problem-Solving
- ◆ Teamwork and Collaboration
- ◆ Essential Life Skills



## Competencies

- ◆ Empathy: Understanding the challenges and needs of trainees is crucial for providing effective mentoring and counselling.
- ◆ Self-Confidence: Confidence in one's ability to lead trainees, maintain discipline and foster a positive learning environment.
- ◆ Attention to Detail: Ensure proper record-keeping, assessment and evaluation. Ability to maintain discipline and hygiene, requires keen attention to detail.
- ◆ Problem-Solving: Address challenges faced by trainees and find solutions to help them overcome obstacles effectively.
- ◆ Communication Skills: The ability to communicate effectively with trainees, colleagues, parents and external agencies is vital to maintain positive relationships and facilitate learning.
- ◆ Team Work: Collaborate with colleagues and trainees to ensure a cohesive learning environment.



## Key Contacts

- ◆ Hospitals: Contact in case of casualties or medical emergencies.
- ◆ Fire and Rescue: Contact for safety awareness and in case of accidents.
- ◆ **Haritha Kerala Mission:** Collaborative partner for green campus activities.
- ◆ Trade-Related Industries: Partners for OnJob Training (OJT) and job placements.
- ◆ Related Instruction Centers: Partners for apprenticeship registration.
- ◆ District Industries Office: Contact for awareness programs and activities related to the Entrepreneurship Development (ED) Club.
- ◆ MSMEs / Entrepreneurs: Collaborative partners for entrepreneurship-related activities

# Workshop Attender/ Trade Assistant

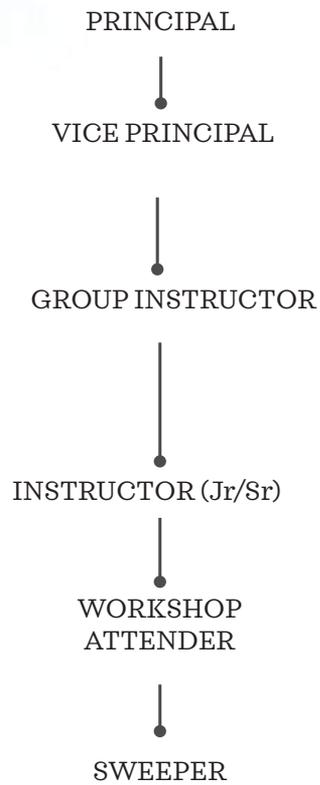


## Job Summary:

Workshop Attender is responsible for efficiently providing essential support to trade instructors and ensuring the proper maintenance of tools and equipments. S/he assist in the skill demonstrations, organizing training materials, assisting both theory and practical classes as and when required. S/he contributes to the overall efficiency of the institute by supporting maintenance tasks and participates in assigned curricular and extracurricular activities.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Should have passed SSLC or its equivalent
- ◆ National Trade Certificate or National Apprenticeship Certificate

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Adaptability: Demonstrate ability to seamlessly transit between various workshop tasks, including practical demonstrations, maintenance activities and administrative support.
- ◆ Responsibility: A strong sense of duty in maintaining tools and equipment, ensuring their proper functioning.
- ◆ Collaborative: Proven aptitude for working closely with trade instructors, assisting in skill demonstrations and contributing to a cohesive team environment.
- ◆ Versatility: Ability to handle both theoretical and practical aspects of workshops, stepping in for instructors when necessary to ensure uninterrupted learning experiences.
- ◆ Initiative: Willingness to take the lead in collecting and distributing training materials as instructed, ensuring the smooth flow of instructional resources.

### Skills and Abilities (To be assimilated progressively):

- ◆ Technical Proficiency: Proficient in handling and maintaining tools and equipment related to the trade, with the ability to troubleshoot minor issues.
- ◆ Effective Communication: Strong communication skills to convey information clearly to instructors, trainees and colleagues, fostering effective collaboration.
- ◆ Organization: Skills in organizing and managing training materials, ensuring easy access for instructors and trainees.
- ◆ Teaching Assistance: Ability to assist in skill demonstrations and manage workshop activities independently in the absence of instructors.
- ◆ Maintenance Expertise: Competence in trade-related maintenance tasks, contributing to the longevity and functionality of equipment and facilities.
- ◆ Team Player: Proactive teamwork and cooperation in curricular and extracurricular activities, demonstrating a commitment to the institute's objectives.

### Working Conditions:

- ◆ Provision of tools, machinery, and equipment in line with the prescribed syllabus.

### Other Requirements:

- ◆ The Trade Assistant is expected to stay updated about current laws, government orders, rules, guidelines, proceedings and regulations related to the Industrial Training Department.
- ◆ A thorough understanding of the training manual is also essential.

## Duties and Responsibilities

1. Provide assistance to trade instructors of the concerned trade.
2. Maintain and ensure the proper working condition of tools and equipment; promptly address and report any damages to instructors.
3. Collaborate with instructors to conduct skills demonstrations.
4. Aid trade instructors in the preparation of training materials and documents.
5. Receive training materials from the store as instructed by instructors and distribute them to trainees when needed.
6. Assist in the theory and practical classes in the absence of instructors.
7. Support maintenance activities for trade-related work within the institute.
8. Participate in curricular, co-curricular and extracurricular activities as assigned by the Principal
9. Assist in the following activities as and when required:
  - ◆ Admission and trade test
  - ◆ *Naipunya Karma Sena*
  - ◆ *Haritha Karma Sena*
  - ◆ PTA
  - ◆ IMC
  - ◆ Environmental Social System Assessment
  - ◆ NSS, NCC
  - ◆ ED Club, Red Ribbon Club, YIP
  - ◆ Forestry / Nature / Photography Club etc.,
  - ◆ Library
  - ◆ Trainees' council activities
  - ◆ Placement drive such as India skills, Job Fairs and Career Guidance programs
  - ◆ Grievance redresses cell
  - ◆ Women Grievances Redressal Cell (applicable only for female workshop attenders)
  - ◆ Discipline committee
  - ◆ Sports & Arts
  - ◆ Alumni Association
  - ◆ Noon Meal/ Nutrition Programme
  - ◆ Motivation classes and counselling
  - ◆ Grading related works

- ◆ Production Centre related activities
- ◆ Any new scheme implemented by the Principal/ Director of Training /State and Central Governments.

10. Perform other duties as specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Workshop Support and Maintenance
- ◆ Tools and Equipment Management
- ◆ Effective Classroom and Workshop Management
- ◆ Maintenance and Safety in Trade Workshops
- ◆ Essential Life Skills



## Competencies

- ◆ Attention to Detail: Ensuring that tools and equipment are in good working condition, promptly fixing damages and maintain a hygienic environment demand meticulous attention to detail.
- ◆ Organizational Awareness: Understanding the organization's norms, such as classroom space, curriculum requirements etc., is crucial for effective support.
- ◆ Initiative and Drive: Assisting with various workshop tasks and engaging in maintenance activities demand initiative and drive.
- ◆ Problem Solving: Dealing with equipment issues, distributing training materials etc., require problem- solving skills.
- ◆ Team Work: Collaborating closely with trade instructors, colleagues and trainees to facilitate smooth workshop operations and support curricular and extracurricular activities underscores the need for teamwork.



## Key Contacts

- ◆ Healthcare Facilities: For medical emergencies and urgent medical care situations.
- ◆ Trade-Related Industries: For coordinating On Job Training and facilitating job placements.



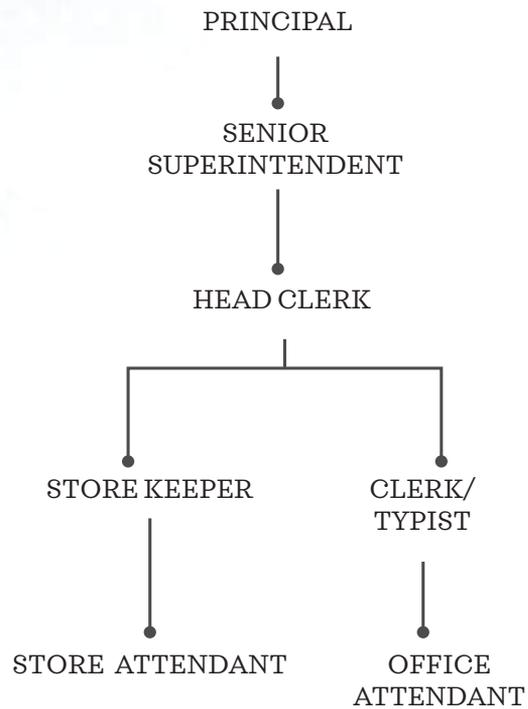
# Head Clerk



## Job Summary:

Head Clerk is responsible for overseeing and coordinating the daily operations of the institute. S/he is responsible for managing clerical staff, ensuring efficient workflow, supervision and maintenance of files, records and documents. S/he is responsible for fostering a culture of accountability, employee engagement and operational efficiency within the institute.

## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ As per the existing Special Rules and the appointment is by promotion from feeder categories.

### Physical and Mental Attributes:

- ◆ S/he should possess sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Attention to Detail: Ensure accuracy and precision in all record-keeping and financial tasks.
- ◆ Leadership: Demonstrate the ability to supervise and guide clerical staff effectively.
- ◆ Regulatory Compliance: Maintain a thorough understanding of relevant rules, regulations and procedures.
- ◆ Communication: Possess excellent written and verbal communication skills.
- ◆ Problem-Solving: Skillfully address discrepancies and challenges that arise in daily operations.
- ◆ Organizational Awareness: Maintain a structured and orderly approach to managing records and tasks.
- ◆ Adaptability: Dynamically respond to changing priorities and demands.

### Skills and Abilities (To be assimilated progressively):

- ◆ Record Keeping: Proficiency in maintaining accurate and up-to-date records.
- ◆ Supervision: Ability to effectively oversee clerical staff and ensure compliance with established procedures.
- ◆ Financial Oversight: Skills in managing budget limits, expense tracking and financial compliance.
- ◆ Problem Resolution: Capable of identifying and resolving discrepancies and issues promptly.
- ◆ Time Management: Efficiently handle multiple tasks and responsibilities within deadlines.
- ◆ Compliance Management: Ensure strict adherence to rules, regulations and compliance standards.
- ◆ Multitasking: Competently manage various administrative functions simultaneously.
- ◆ Data Analysis: Utilize data analysis for decision-making and reporting purposes.
- ◆ Service Oriented: Maintain a service-oriented approach to meet the needs of employees and stakeholders.
- ◆ Leadership: Provide effective guidance, support and mentorship to team members.

## Working Conditions:

- ♦ Adequate office space with proper ventilation is essential to ensure a conducive and smooth functioning work environment.
- ♦ A computer with seamless internet connectivity.

## Other Requirements:

- ♦ Awareness of various Acts, Schemes, Manuals, Orders etc., pertaining to the Industrial Training Department.

## Duties and Responsibilities

1. Enforce punctuality standards among employees, ensure their timely presence and engagement in office activities.
2. Record attendance upon arrival, promptly update the Personal Cash Declaration Register and conduct daily attendance closure for ministerial staff.
3. Maintain the attendance abstract register and submit it along with the attendance register to the supervisory officers.
4. Regularly update the Casual Leave Account Register.
5. Ensure the availability of infrastructure, including seating, desks and file storage space and information technology tools.
6. Organize and ensure a clean, well-lit workspace for a productive work environment.
7. Supervise cleaning staff to maintain office cleanliness and hygiene.
8. Ensure the display of employee names, designations and sections in both Malayalam and English as per rules and regulations.
9. Record employee movements during office hours in the Movement Register.
10. Ensure that record room is separately identified and all files and records are maintained for easy identification and retrieval.
11. Oversee clerks (under supervision) in maintaining personal registers., inspect and promptly address discrepancies, if any.
12. Analyze pending tasks, prepare monthly abstracts and compile detailed arrears lists of each section following prescribed formats and submit them to Officers/Principal.
13. Assist the Principal/Senior Superintendent to prepare and oversee budget allocation and expenditure in accordance with established rules.
14. Assist in managing government budgets, fee collections and funds/grants from other departments or agencies, ensuring compliance with rules and regulations.
15. Oversee the maintenance of records related to training, service matters, accounts, stocks and cash transactions.
16. Coordinate with inspection and audit teams, assist in addressing audit objections.
17. Ensure timely dissemination of audit information to relevant officials.
18. Provide requested files, records, registers and documents promptly and respond to enquiry notes.

19. Answer audit queries in a timely manner, maintain and follow up on the Audit Objections.
20. Expedite the collection of liabilities within established timelines.
21. Monitor account reconciliations with the treasury and the AG.
22. Oversee the remittance of various fees and stipends to trainees.
23. Supervise the disbursement of caution money and security deposits to trainees.
24. Manage the collection and safe deposit of security deposits; disbursal of security deposit after the contract-specified period.
25. Oversee the preparation, disbursement and payment of various contingent bills (e.g., telephone and water charges).
26. Monitor the collection and remittance of funds related to tender forms and purchases through GeM.
27. Ensure the collection and remittance of auction proceeds.
28. Monitor periodic AMC activities.
29. Update the office stock record with data on all administrative items, including electronics and computer accessories.
30. Maintain machinery and office equipment in good working condition.
31. Enroll newly appointed employees in SPARK after verifying documents.
32. Ensure new employees are enrolled in various schemes such as GPF, GIS, SLI, NPS, GPAIS, MEDISEP, etc.,
33. Process employee increments in SPARK as required.
34. Expedite the processing of employee pension benefits.
35. Conduct regular verification of cash books, subsidiary registers, bills and other records.
36. Verify the stamp account register.
37. Ensure the timely purchase of training materials.
38. Monitor the collection and remittance of fees related to RTI.
39. Process applications under RTI Act, collect fees and provide timely responses.
40. Oversee the delivery of statutory services in compliance with the RTS Act.
41. Issue acknowledgments for applications and complaints.
42. Periodically update and maintain employees' service books, verifying e-service books.
43. Collect and secure annual property statements submitted by employees.
44. Periodically verify the office stock register, furniture register, stationery register and printed forms register.
45. Verify vehicle and generator log books before drawing fuel charges.
46. Monitor the collection and remittance of Income Tax/GST, ensuring timely submission of returns and updation of related registers.
47. Ensure proper functioning of the e-office system and efficient file management in each section.

48. Monitor file movements and ensure timely file disposition.
49. Supervise the Trade Test activities in office.
50. Ensure the timely distribution of NTC/STC certificates.
51. Oversee the approval and disbursement of stipends, scholarships and other educational concessions.
52. Manage the receipt, distribution, and utilization of stationery and printed forms.
53. Verify files submitted from the section, provide opinions, clarify and address queries from superior officers, citing relevant statutes/ guidelines etc.,
54. Submit requested reports to higher authorities on time.
55. Ensure timely updates, approvals and verifications of reports through statutory web portals and software.
56. Maintain registers, records and files at respective sections.
57. Supervise the allocation of duties among clerical staff, ensuring adherence to office orders and the updation of documents and registers before transfer.
58. Ensure employees their benefits and receive their entitlements timely.
59. Provide support and guidance to employees as needed.
60. Proactively engage with employees to solicit innovative ideas for improving service quality.
61. Monitor service quality and take corrective and preventive actions when deficiencies are identified.
62. Foster an employee attitude of citizen-centricity aligned with principles of good governance.
63. Cultivate an environment of accountability among employees.
64. Promote a sense of duty, friendliness and service mentality among employees.
65. For institutions lacking a Senior / Junior Superintendent position, the Head Clerk must assume all responsibilities and duties, except for financial authority.
66. Perform other duties specified through various other orders or assigned by superior officers.



## Capacity Development Themes

- ◆ Administrative Efficiency
- ◆ Effective Record-Keeping and Data Management
- ◆ Supervisory Skills Development
- ◆ Communication and Interpersonal Skills
- ◆ Problem-Solving and Decision-Making
- ◆ Time Management and Prioritization
- ◆ Conflict Resolution and Mediation
- ◆ Data Analysis and Reporting
- ◆ Essential Life Skills



## Competencies

- ◆ Attention to Detail: This is crucial for maintaining accurate records, financial oversight and ensuring compliance with regulations.
- ◆ Organizational Awareness: Understanding the organization's rules, regulations and procedures is vital for effective performance of duties.
- ◆ Leading Others: This is essential for supervising clerical staff and fostering a culture of accountability, leadership skills.
- ◆ Decision Making: Handling discrepancies, resolving issues and making timely decisions.
- ◆ Communication Skills: Effective communication is necessary for interacting with employees and external stakeholders.



## Key Contacts

- ◆ Elected Officials (MLA, MP): To secure funding for the development of the Institute.
- ◆ Office of the Accountant General: For matters related to reconciliation and accounting.
- ◆ Local Hospitals: For emergency health check-ups for both trainees and staff.
- ◆ Fire and Rescue: To manage emergency situations effectively.
- ◆ Local Industries: For On Job Training opportunities and job placements.
- ◆ Police Department: For matters concerning law and order within the institute.
- ◆ Excise Department: To address anti-drug activities and related concerns.
- ◆ Regional Transport Office (RTO): For travel concessions and driver's license inquiries.
- ◆ KSRTC and Railway Authorities: For travel concession-related matters.
- ◆ District Industries Office: For industry-related classes, information and engagement with the Entrepreneurship Development (ED) Club.
- ◆ AIDS Control Society: For activities related to the Red Ribbon Club and blood donation.
- ◆ *Haritha Kerala Mission*: To collaborate on nature-related initiatives through the Nature Club.
- ◆ *Kudumbashree Mission*: For nutrition and cleanliness programs.
- ◆ KEXCON: To address watchman duties in the absence of a sanctioned watchman post.
- ◆ Health Inspector: For health-related inquiries and support.
- ◆ Food Safety Authorities: For nutrition programs and food safety.
- ◆ District Employment Office: To engage with the Institutional Management Committee (IMC) and the placement cell.
- ◆ SC/ST/BCDD/Fisheries Department: In matters of stipends and scholarships.
- ◆ Legal Service Society: To conduct orientation classes for trainees and staff.
- ◆ Local Government Bodies: For matters concerning professional tax and participation in *Haritha Kerala Mission* initiatives.

- ◆ Labour Welfare Fund Board: For scholarships, stipends and trainee admissions.
- ◆ District Sports Council: To facilitate trainee admissions through sports quotas.
- ◆ District Collectorate: For District Development Committee (DDC) meetings, land acquisition and appointment of a full-time sweeper.
- ◆ Stationery and Printing Department: For the supply and distribution of stationery and printed forms.
- ◆ District Treasury: To handle bill processing and challan remittances.
- ◆ Banks: For cheque processing, fund transfers and account management.
- ◆ Women and Child Development Department: For matters related to the Internal Complaint Committee (ICC).

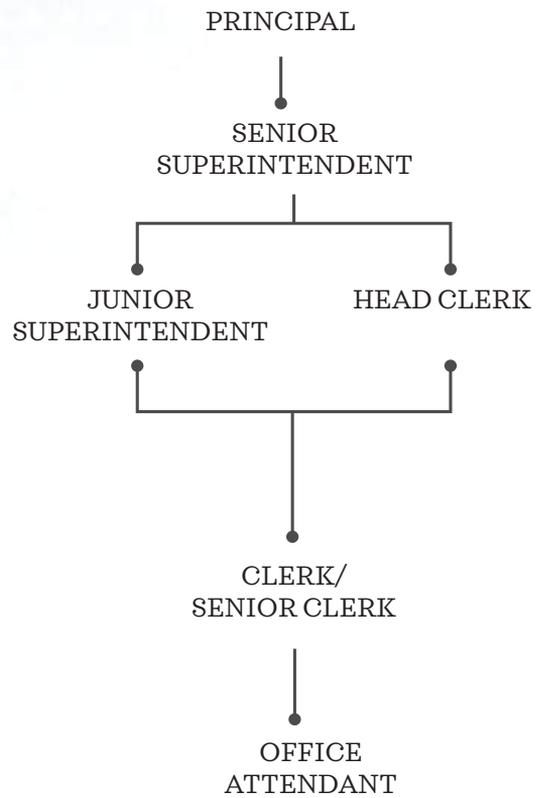
## Senior Clerk / Clerk



### Job Summary:

The Senior Clerk/Clerk assists in various administrative tasks and ensures the smooth functioning of the office. This may involve filing documents, maintaining records and handling basic office duties. S/he is responsible for efficient file management and maintenance of an organized work environment. Additionally, clerks need to provide customer service, answer enquiries and support other staff members as needed.

## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

#### For Clerk:

- ◆ Pass in SSLC Examination or any other equivalent qualification

#### For Senior Clerk:

- ◆ Senior clerk being a promoted post, qualification in the feeder category (clerk) is considered.
- ◆ Pass in Account test (Lower / Higher) or attaining an age of 50 years.

### Physical and Mental Attributes:

- ◆ S/he should possess sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Organizational Awareness: Should have the knowledge for maintaining systematic records, files and schedules.
- ◆ Attention to Detail: The ability to meticulously review documents and data, minimizing errors and discrepancies in administrative tasks.
- ◆ Adaptability: Readiness to adjust to changing priorities and handle a variety of responsibilities within a dynamic training environment.
- ◆ Confidentiality: A commitment to handling sensitive information with discretion. Maintaining the confidentiality of student records and institutional data.
- ◆ Team Work: Collaborative mindset to work effectively with various departments and colleagues; contributing to a harmonious workplace.

### Skills and Abilities (To be assimilated progressively):

- ◆ Data Entry Proficiency: Accurate data entry skills, ensuring timely processing of information and documents.
- ◆ Software Proficiency: Competency in using office software's and database management systems.
- ◆ Record-Keeping: Strong ability to maintain and organize records, both electronically and in physical form.
- ◆ Communication Skills: Effective written and verbal communication skills for interaction with students, staff and stakeholders.
- ◆ Problem-Solving: The capacity to identify and resolve administrative issues or discrepancies efficiently.
- ◆ Time Management: Excellent time management skills to meet deadlines and prioritize tasks.
- ◆ Service Orientation: A courteous and helpful approach when assisting students, instructors and visitors with their enquiries and requests.

- ◆ Multitasking: The ability to manage multiple tasks simultaneously without compromising accuracy or quality.
- ◆ Inventory Management: Proficiency in tracking and managing supplies and resources essential for training.
- ◆ Technical Proficiency: Familiarity with office equipment and technology relevant to clerical duties, such as printers, scanners and document management systems.

### Working Conditions:

- ◆ Adequate office space with proper ventilation is essential to ensure a conducive and smoothly functioning work environment.
- ◆ A computer with seamless internet connectivity.

### Other Requirements:

- ◆ Awareness of various Acts, Schemes, Manuals, Orders etc., pertaining to the Industrial Training Department.

## Duties and Responsibilities

### A) Administration:

1. Ensure punctuality and actively participate in office-related tasks during working hours.
2. Record all official visits to other offices in the movement register.
3. Adhere to the Manual of Office Procedure's provisions while processing files, documents, etc.,
4. Attend to current files received in the assigned section. The files should be submitted as a fresh case or appended to existing files.
5. Prepare, draft and notes, letters and correspondences in a timely manner.
6. Ensure timely approval and dispatch of official documents.
7. Possess a comprehensive understanding of activities of the section and ensure the prompt delivery of services.
8. Execute data entry tasks, including transcription, numerical input and updating records.
9. Update and maintain accurate records of administrative and operational tasks, encompassing document filing, record organization and information retrieval.
10. Maintain the personal register meticulously in accordance with the Manual of Office Procedure and submit it for scheduled inspections.
11. Observe the five-day rule diligently, prioritizing cases based on their urgency.
12. Prepare and promptly submit responses to DO Letter, queries and interpellations from state legislature, parliament and the chief Minister's Grievance Redressal portal.
13. Initiate action to ensure timely services in compliance with the Right to Service Act and submit regular reports.
14. Initiate procedures to provide timely information in response to requests under the Right to Information Act, maintain updated registers and submit periodic reports.

15. Safeguard section computers and portals with password security, implementing regular password changes to prevent data theft and transfer login credentials to the section clerk during charge transitions.
16. Maintain all section-related registers meticulously.
17. Proactively assist in the implementation of various projects initiated by the State and Central governments.
18. Assume responsibility for the maintenance of infrastructure, machinery, stationery, Government properties etc., within their jurisdiction.
19. Process files related to court cases and lawsuits on a priority basis.
20. Arrange facilities for the smooth conduct of audit.
21. Provide requested files, records, registers and documents for audit.
22. Respond promptly to enquiry notes and initiate necessary follow-up actions.
23. Document audit observations in the audit objection register.
24. Ensure the proper upkeep and availability of Government Gazettes, Periodicals, etc., and fulfill requisitions as required.
25. Ensure the general cleanliness and maintenance of the Section.
26. Manage files pertaining to Apprenticeship training in ITT's affiliated with RICs.

**B) Establishment:**

1. Generate PEN in SPARK for newly recruited employees.
2. Create TEN in SPARK for temporary employees.
3. Promptly initiate enrollment procedures for newly appointed staff in GPF, GIS, SLI, NPS, MEDISEP, GPAIS, and other schemes.
4. Update SPARK entries and secure approvals from the designated authority.
5. Initiate procedures for the regularization of newly recruited employees.
6. Initiate the ratification process for temporary employee appointments.
7. Initiate action for declaring probation for newly recruited or promoted employees.
8. Initiate processing of annual increments for eligible employees.
9. Initiate action to approve Higher Grades for eligible employees.
10. Undertake measures for pay fixation/re-fixation during promotions, Higher Grade assignments and pay revisions.
11. Initiate pay adjustments when an employee is reverted.
12. Initiate the sanctioning process for pension benefits for officials retiring within one year from their service retirement date using PRISM Software.
13. Maintain service books with meticulous approvals.
14. Approve wage disbursements for temporary employees, including KEXCON, Kudumbashree, Guest instructors etc.
15. Oversee employee relieving and joining processes, both in SPARK and manually.
16. Carefully manage the Permanent Stock File for Government Orders, Circulars and other pertinent documents.

**C) Accounts:**

1. Prepare budgets adhering to various rules and regulations.
2. Ensure adequate fund allocations aligned with the budget.
3. Prepare establishment and contingent bills related to SPARK and BIMS.
4. Maintain the Cash Book and Subsidiary registers with precision.
5. Record and manage transactions within the Public Financial Management System (PFMS).
6. Efficiently collect fees via ETR 5 and promptly remit funds to the Treasury, maintaining meticulous records.
7. Carefully oversee TSB, PD and other Bank Accounts, meticulously update passbooks.
8. Prepare and deliver the ACBC statement to the treasury upon the end of the fiscal year.
9. Methodically reconcile expenditure and revenue accounts.
10. File TDS and GST returns; meet regulatory deadlines.
11. Disburse Caution and Security deposits promptly.
12. Reimburse Trade Test fees and Maintenance funds from the relevant departments (SC / ST / BCDD department).

**D) Admission and Training:**

1. Initiate action to streamline the entire admission process effectively.
2. Maintain the Admission register meticulously in compliance with standards.
3. Skillfully upload and verify trainee data within the SID portal.
4. Efficiently issue letters and certificates for travel concessions with regard to KSRTC, Railway and Water transport.
5. Proactively manage the Noon meal and Nutrition program.
6. Methodically sanction stipends to eligible trainees.
7. Initiate steps for the conduct of Trainees council and KSITC elections with precision.
8. Oversee activities pertaining to Arts and Sports.
9. Coordinate industrial visit-related activities.
10. Implement procedures related to disciplinary action against trainees, including suspension and discharge, in accordance with institutional directives.
11. Timely update formative assessment and fee details within the designated portal.
12. Generate Hall tickets for AITT / SCVT examinations through the MIS / EMS portal.
13. Assist in the efficient conduct of AITT / SCVT Examination and ensure timely remuneration disbursement.
14. Expedite the issuance of NCVT / SCVT certificates within the stipulated timeframes.
15. Regularly submit reports related to the Placement Cell, ED club, Red ribbon club, Nature Club, *NaipunyaKarmasena* etc.,
16. Promptly issue Transfer Certificates, conduct certificates, and course completion certificates upon obtaining non-liability certificates from the relevant trade and other sections.

17. Actively participate as a member in various committees.
18. Provide necessary assistance to Craftsmanship training graduates for downloading the National Trade Certificate (NTC) from their profiles within the portal.
19. Update the Skill India Digital portal timely.

**E) Procurement:**

1. Initiate the procurement of consumables for various trades, adhering to the store purchase manual, through GEM, E-tender, Normal Tender, Quotations, Direct purchase, CPRCS Rate Contract Procurement etc., ensuring compliance with government orders.
2. Collect security deposits, EMD and agreements as stipulated by store purchase rules.
3. Initiate timely payment for all procurement activities.
4. Process the release of security deposits after the warranty period has elapsed.
5. Efficiently process files related to Annual Maintenance Contracts (AMC).
6. Handle files concerning the renewal of vehicle insurance, repair, and maintenance.
7. Process files related to the disposal or auction of movable or immovable assets deemed unserviceable.
8. Skillfully process files associated with surplus stores, if applicable.
9. Systematically process files for the periodic auction of usufructs from trees on institution-owned land.
10. Oversee the processing of files pertaining to the functioning of the institution's canteen.
11. Accurately compile and submit reports related to annual store and stock verification.
12. Perform other duties specified through various other orders or assigned by superior officers.



## Capacity Development Themes

- ◆ Administrative Skills
- ◆ Data Entry Proficiency
- ◆ Time Management
- ◆ Customer Service Skills
- ◆ Inventory Management
- ◆ Problem-Solving
- ◆ Essential Life Skills



## Competencies

- ◆ Attention to Detail: Attention to detail is crucial to ensure the quality and integrity of administrative processes.
- ◆ Organizational Awareness: Understanding the structure, procedures, and goals of the training institute is essential for effective coordination and garnering support within the organization.
- ◆ Communication Skills: Clear and effective communication is vital while interacting with trainees, staff and outsiders, facilitating smooth administrative operations.
- ◆ Problem Solving: Clerks frequently encounter administrative issues or discrepancies that require timely resolution, problem-solving skills are valuable in maintaining efficiency.

- ◆ Planning and Coordination: Efficient scheduling and resource management are essential making planning and coordination abilities highly relevant.

## Key Contacts

- ◆ Elected Officials (MLA, MP): To secure funding for the development of the Institute.
- ◆ Office of the Accountant General: For matters related to reconciliation and accounting.
- ◆ Local Hospitals: For emergency health check-ups for both trainees and staff.
- ◆ Fire and Rescue: To manage emergency situations effectively.
- ◆ Local Industries: For On Job Training opportunities and job placements.
- ◆ Police Department: For matters concerning law and order within the institute.
- ◆ Excise Department: To address anti-drug activities and related concerns.
- ◆ Regional Transport Office (RTO): For travel concessions and driver's license inquiries.
- ◆ KSRTC and Railway Authorities: For travel concession-related matters.
- ◆ District Industries Office: For industry-related classes, information and engagement with the Entrepreneurship Development (ED) Club.
- ◆ AIDS Control Society: For activities related to the Red Ribbon Club and blood donation.
- ◆ **Haritha Kerala Mission:** To collaborate on nature-related initiatives through the Nature Club.
- ◆ **Kudumbashree Mission:** For nutrition and cleanliness programs.
- ◆ KEXCON: To address watchman duties in the absence of a sanctioned watchman post.
- ◆ Health Inspector: For health-related inquiries and support.
- ◆ Food Safety Authorities: For nutrition programs and food safety.
- ◆ District Employment Office: To engage with the Institutional Management Committee (IMC) and the placement cell.
- ◆ SC/ST/BCDD/Fisheries Department: In matters of stipends and scholarships.
- ◆ Legal Service Society: To conduct orientation classes for trainees and staff.
- ◆ Local Government Bodies: For matters concerning land acquisition, professional tax and participation in Haritha Kerala Mission initiatives.
- ◆ Labour Welfare Fund Board: For scholarships, stipends and trainee admissions.
- ◆ District Sports Council: To facilitate trainee admissions through sports quotas.
- ◆ District Collectorate: For District Development Committee (DDC) meetings, land acquisition and appointment of a full-time sweeper.
- ◆ District Treasury: To handle bill processing and challan remittances.
- ◆ Banks: For cheque processing, fund transfers and account management.
- ◆ Women and Child Development Department: For matters related to the Internal Complaint Committee (ICC).

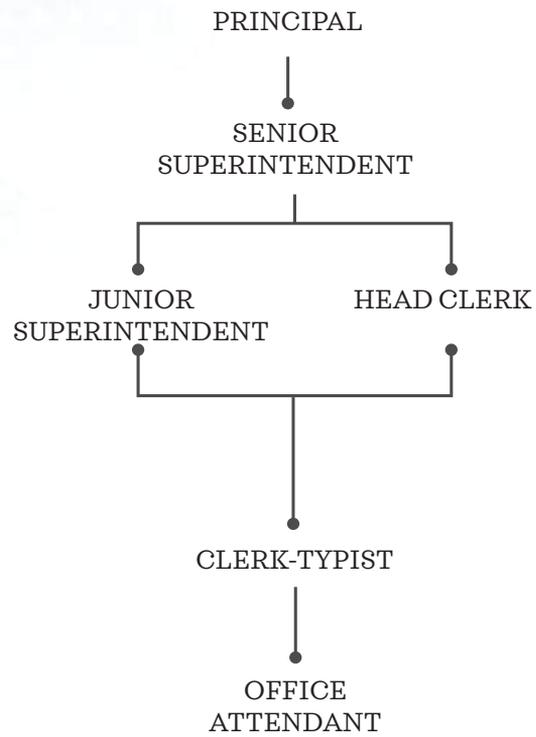
# Clerk – Typist



## Job Summary:

Clerk-Typist is responsible for efficiently handling clerical and typing tasks within the institute. S/he plays a crucial role in maintaining organized records, transcribing documents and providing accurate data entry support. Additionally, Clerk-Typists are responsible for handling correspondences, ensuring the smooth flow of information within the workplace.

## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ A pass in SSLC or its equivalent qualification.
- ◆ Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.
- ◆ Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

### Physical and Mental Attributes:

- ◆ S/he should possess sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Attention to Detail: The administrative and data-related tasks, a keen eye for detail is essential to avoid errors.
- ◆ Organizational Skills: Managing various registers, documents and databases requires excellent organizational abilities.
- ◆ Communication Skills: Effective communication with trainees, establishments and colleagues is vital.
- ◆ Adaptability: As the role involves handling diverse tasks, adaptability to changing priorities is essential.
- ◆ Problem-Solving: Ability to identify and resolve issues related to apprenticeship registration, stipend discrepancies and other administrative challenges.
- ◆ Interpersonal Skills: Building strong relationships with registered trainees and establishments is important.
- ◆ Confidentiality: Maintaining confidentiality in handling documents and information is critical.
- ◆ Regulatory Compliance: Understanding and adhering to relevant laws, regulations and policies.

### Skills and Abilities (To be assimilated progressively):

- ◆ Document Management: Skill in managing physical and electronic documents, including filing systems.
- ◆ Computer Skills: Proficiency in using office software and databases, as well as staying updated with technology changes.
- ◆ Record Keeping: Ability to maintain accurate and up-to-date records of apprenticeship related information.
- ◆ Service Orientation: Providing assistance to trainees and establishments with online apprenticeship registration requires excellent customer service skills.
- ◆ Financial Skills: Managing stipend disbursements, budget preparation and financial record-keeping.
- ◆ Technical Proficiency: Familiarity with software like SPARK, PRISM and other relevant tools for government procedures.

- ◆ Problem-Solving: Skill in resolving issues related to various aspects of the job role.
- ◆ Inventory Management: Efficiently managing inventory, stock files, and assets.
- ◆ Crisis Management: Ability to handle urgent situations or unforeseen calamities.

### **Working Conditions:**

- ◆ Adequate office space with proper ventilation is essential to ensure a conducive and smoothly functioning work environment.
- ◆ A computer with seamless internet connectivity.

### **Other Requirements:**

- ◆ Awareness of Apprenticeship Act, Apprenticeship Rules, related regulations and schemes.
- ◆ Awareness of various acts, schemes, manuals, orders etc., pertaining to the Industrial Training Department.



## **Duties and Responsibilities**

1. Ensure punctuality and actively engage office-related tasks during working hours.
2. Record all official visits to other offices in the movement register.
3. Diligently adhere to the provisions of office duties as stipulated in Manual of Office Procedure.
4. Attend to current files received in the assigned section. The current files should be submitted as a fresh case or appended to existing files.
5. Maintain proficiency in the handling Apprenticeship portal and its daily updates.
6. Assist trainees and establishments with online Apprenticeship Registration as and when required.
7. Foster strong relationships with apprenticeship trainees and establishments.
8. Ensure the presence of all trainees for interviews scheduled at establishments.
9. Ensure the inclusion of trainees from all categories (SC, ST, OBC, etc.) in the interview panels.
10. Revise interview panels to establishments in cases where qualified candidates are not identified.
11. Ensure the disbursement of stipends to all apprentices by establishments; promptly report any discrepancies to the superior officer.
12. Monitor apprenticeship registration across all trades and report shortages to Assistant Apprenticeship Advisor / Training Officer.
13. Maintain current and accurate records of apprenticeship-related proformas.
14. Thoroughly review survey reports submitted by JAA(T) and JAA(NT), confirming their alignment with the office movement register.
15. Timely submit monthly survey reports to the Directorate.
16. Ensure that all the registers relating to apprenticeship registration such as Trade wise registration book, Panel issue register, Contract register, register of establishments, MSME registered establishments, NAPS stipend reimbursement register, KSAPS (Kerala State Apprenticeship Promotion Scheme) stipend reimbursement register, showcase notice register, Apprentice Mela Register etc., are up to date in the section.

17. Collaborate with JAA(T), JAA(NT), and other office personnel to meticulously execute tasks associated with the All India Apprenticeship Trade Test.
18. Assist apprentices in downloading their National Apprenticeship Certificates.
19. Stay updated about changes in Central and State government apprenticeship programs.
20. Participate in training related to apprentice promotion schemes.
21. Collaborate with superiors to provide assistance to apprentice trainees and establishments as per Apprentice Rules.
22. Perform typing and data entry tasks accurately and efficiently using appropriate formatting and layout.
23. Prepare and format various types of documents such as spreadsheets, tables, charts, presentations etc., as and when required.
24. Prepare Demi-Official Letters as required by the head of the institution.
25. Review and proofread the typed documents to ensure accuracy, grammar, spelling, punctuation and formatting.
26. Execute printing and scanning tasks promptly as and when required.
27. Maintain confidentiality in files, letters or any other relevant correspondences.
28. Assist in managing and updating databases and information systems.
29. Handle correspondences, including emails, letters and communication within the office.
30. Provide general administrative support as and when needed.
31. Adhere to prescribed guidelines, policies and procedures.
32. Ensure the proper maintenance of office equipment that falls under the responsibility of the official and troubleshoot minor issues.
33. Maintain and update registers such as fair-copy, workload and others as per Manual of Office Procedure.
34. Manage diarize and distribution of receipts in e-Office.
35. Handle official correspondence registers (distribution,despatch, registered tapals, etc.,)
36. Timely submit relevant registers for verification.
37. Maintain and update the official contact list.
38. Assist in updating data on web portals.
39. Organize and maintain government gazettes and periodicals for easy retrieval.
40. Ensure general cleanliness and upkeep of the section.
41. Monitor compliance with relevant laws, regulations and policies of Apprentices Act.
42. Secure computers and portals with passwords and maintain their safety from data theft.
43. Maintain personal register as stipulated in the Manual of Office Procedure.
44. Observe the five-day rule as stipulated as in the Manual of Office Procedure
45. Prepare and submit timely replies to queries, interpellations received from Legislative Assembly, Parliament, CMO Portal and DO letters.
46. Initiate actions to provide timely services as per Right to Service Act and submit periodical reports.
47. Initiate actions to provide timely information requested through Right to Information Act, submit periodical report, maintain and update corresponding registers.

48. Properly maintain a Section Stock file.
49. Secure computers and portals used in the section with passwords and periodically change them to maintain data safety; Handover login credentials to the section while on transfer of charges.
50. Maintain all registers related to sections properly.
51. Assist in the implementation of various Central and State Government projects.
52. Ensure the maintenance of infrastructure, machinery, stationery and government property.
53. Process files related to court cases and suits on a priority basis.
54. Facilitate smooth audit and respond to audit queries.
55. Record audit observations in the audit objection register.
56. Generate PEN in SPARK for newly recruited employees.
57. Create TEN in SPARK for temporary employees.
58. Promptly initiate enrollment procedures for newly appointed staff in GPF, GIS, SLI, NPS, MEDISEP, GPAIS, and other schemes.
59. Update SPARK entries and secure approvals from the designated authority.
60. Initiate procedures for the regularization of newly recruited employees.
61. Initiate the ratification process for temporary employee appointments.
62. Initiate action for declaring probation periods for newly recruited or promoted employees.
63. Initiate processing of annual increments for eligible employees.
64. Initiate actions to approve Higher Grades for eligible employees.
65. Undertake measures for pay fixation/re-fixation during promotions, Higher Grade assignments and pay revisions.
66. Initiate pay adjustments when an employee is reverted.
67. Initiate the sanctioning process for pension benefits for officials (retiring within one year from their service retirement date) using PRISM Software.
68. Maintain service books with meticulous approvals.
69. Approve wage disbursements for temporary employees, including KEXCON, *Kudumbashree*, Guest instructors, etc.,
70. Oversee employee relieving and joining processes, in SPARK and manually.
71. Carefully manage the Permanent Stock File as a database for Government Orders, Circulars, and other pertinent documents.
72. Prepare budgets meticulously adhering to various rules and regulations.
73. Ensure the availability of adequate funds aligned with the budget.
74. Prepare establishment and contingent bills related to SPARK and BIMS.
75. Maintain the Cash Book and subsidiary registers with precision.
76. Record and manage transactions within the Public Financial Management System (PFMS).
77. Efficiently collect fees via ETR 5 and promptly remit funds to the Treasury, maintaining meticulous records.
78. Carefully oversee TSB, PD and other Bank Accounts, meticulously updating passbooks.

79. Prepare and deliver the ACBC statement to the treasury upon the end of the fiscal year.
80. Methodically reconcile expenditure and revenue accounts.
81. Timely file TDS and GST returns, meeting regulatory deadlines.
82. Initiate the procurement of consumables for various trades, adhering to the Store Purchase Manual, through methods such as GEM, E-tender, Normal Tender, Quotations, Direct purchase, CPRCS and rate contract procurement, ensuring compliance with government orders.
83. Collect security deposits, EMD and agreements as stipulated by store purchase rules.
84. Initiate timely payment on all procurement activities.
85. Process the release of security deposits once the warranty period has elapsed.
86. Efficiently process files related to Annual Maintenance Contracts (AMC).
87. Handle files concerning the renewal of vehicle insurance, repair and maintenance.
88. Process files related to the disposal or auction of movable or immovable assets, deemed unserviceable.
89. Skillfully manage files associated with surplus stores, if applicable.
90. Systematically process files for the periodic auction of usufructs from trees on institution-owned land.
91. Oversee the processing of files pertaining to the functioning of the institution's canteen.
92. Accurately compile and submit reports related to annual store and stock verification.
93. Perform other duties specified through various orders or assigned by superior officials



## Capacity Development Themes

- ◆ Office Administration and Management
- ◆ Financial Management and Budgeting
- ◆ Government Procurement and Tendering
- ◆ Audit Handling and Financial Reporting
- ◆ Inventory Management and Asset Control
- ◆ Problem-Solving and Crisis Management
- ◆ Time Management and Organizational Skills
- ◆ Essential Life Skills.



## Competencies

- ◆ Attention to Detail: This competency is crucial for maintaining accurate records, reviewing documents for errors and ensuring precision in all administrative tasks.
- ◆ Accountability: The responsibility for various tasks, taking accountability for one's actions and duties is essential to ensure that tasks are completed professionally and on time.
- ◆ Communication Skills: Effective communication is necessary for handling correspondences, assisting trainees and establishments and building relationships.
- ◆ Planning and Coordination: This competency is important for managing multiple tasks and responsibilities, coordinating interviews and ensuring the smooth execution of various administrative functions.

- ◆ Problem Solving: As the role involves resolving issues related to apprenticeships, stipends, and administrative challenges, having problem-solving skills is essential.

## Key Contacts

- ◆ Elected Officials (MLA, MP): To secure funding for the development of the Institute.
- ◆ Office of the Accountant General: For matters related to reconciliation and accounting.
- ◆ Local Hospitals: For emergency health check-ups for both trainees and staff.
- ◆ Fire and Rescue: To manage emergency situations effectively.
- ◆ Local Industries: For On Job Training opportunities and job placements.
- ◆ Police Department: For matters concerning law and order within the institute.
- ◆ Excise Department: To address anti-drug activities and related concerns.
- ◆ Regional Transport Office (RTO): For travel concessions and driver's license inquiries.
- ◆ KSRTC and Railway Authorities: For travel concession-related matters.
- ◆ District Industries Office: For industry-related classes, information and engagement with the Entrepreneurship Development (ED) Club.
- ◆ AIDS Control Society: For activities related to the Red Ribbon Club and blood donation.
- ◆ *Haritha Kerala Mission*: To collaborate on nature-related initiatives through the Nature Club.
- ◆ *Kudumbashree Mission*: For nutrition and cleanliness programs.
- ◆ KEXCON: To address watchman duties in the absence of a sanctioned watchman post.
- ◆ Health Inspector: For health-related inquiries and support.
- ◆ Food Safety Authorities: For nutrition programs and food safety.
- ◆ District Employment Office: To engage with the Institutional Management Committee (IMC) and the placement cell.
- ◆ SC/ST/BCDD/Fisheries Department: In matters of stipends and scholarships.
- ◆ Legal Service Society: To conduct orientation classes for trainees and staff.
- ◆ Local Government Bodies: For matters concerning land acquisition, professional tax and participation in Haritha Kerala Mission initiatives.
- ◆ Labour Welfare Fund Board: For scholarships, stipends and trainee admissions.
- ◆ District Sports Council: To facilitate trainee admissions through sports quotas.
- ◆ District Collectorate: For District Development Committee (DDC) meetings, land acquisition and appointment of a full-time sweeper.
- ◆ District Treasury: To handle bill processing and challan remittances.
- ◆ Banks: For cheque processing, fund transfers and account management.
- ◆ Women and Child Development Department: For matters related to the Internal Complaint Committee (ICC).

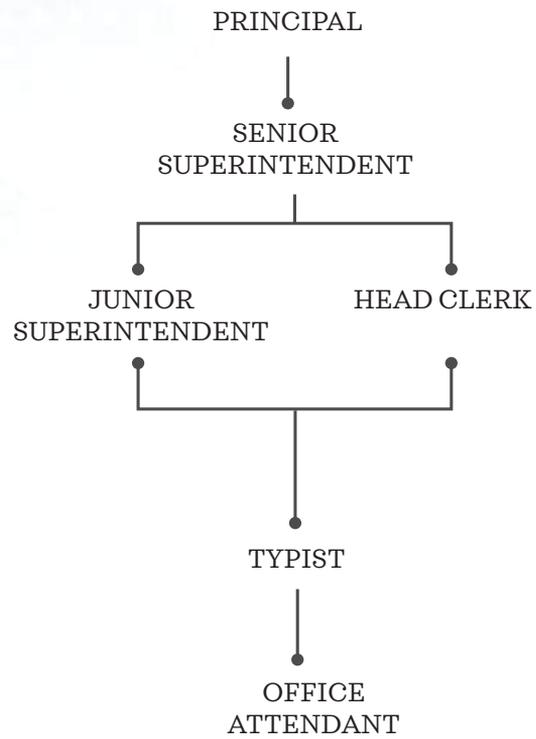
# Typist



## Job Summary:

The typist is responsible for providing assistance in correspondence, accurately transcribing and formatting documents, performing data entry tasks and providing administrative support.

## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ A pass in SSLC or its equivalent qualification.
- ◆ Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.
- ◆ Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Confidentiality: Maintain confidentiality in handling sensitive files and correspondences is paramount.
- ◆ Attention to Detail: An eye for detail is essential to ensure accuracy in typing, formatting, proofreading and data entry.
- ◆ Adaptability: The ability to adapt to changing document formats and software applications is crucial.
- ◆ Organizational Skills: Efficiently organizing and filing documents enables easy retrieval and reference.
- ◆ Effective Communication: Excellent written and verbal communication skills, facilitating clear and concise interactions with stakeholders for providing prompt and accurate information.
- ◆ Technical Proficiency: Proficiency in use of office equipment, such as computers, printers and software applications are essential.
- ◆ Data Security Awareness: Understanding and implementing data security measures, including password protection, is critical in safeguarding sensitive information.

### Skills and Abilities (To be assimilated progressively):

- ◆ Advanced Computer Literacy: Extensive knowledge and proficiency in various word processing, spreadsheet and presentation software, enabling efficient document creation and modification.
- ◆ Office Equipment Management: Adept at maintaining and troubleshooting office equipment, including computers, printers etc.,
- ◆ Time Management: Time management skills, enabling efficient task handling, meeting deadlines and prioritizing responsibilities effectively.
- ◆ Adaptability and Flexibility: Adaptability for readily embracing new technologies and to assimilate emerging technologies and requirements.
- ◆ Multitasking Capability: Proficiently handle multiple responsibilities, seamless transition between typing, data entry, printing, scanning and other clerical tasks.

## Working Conditions:

- ◆ Sufficient office space with a computer and proper ventilation is essential for ensuring a conducive and efficient work environment.

## Other Requirements:

- ◆ Proficiency in advanced computer applications.
- ◆ Proficiency in English and Malayalam Languages.
- ◆ Should be able to transcribe, prepare letters and documents on dictation.
- ◆ Awareness of various Acts, Schemes, Manuals, Orders etc., pertaining to the Industrial Training Department.



## Duties and Responsibilities

1. Perform typing and data entry tasks accurately and efficiently, including letters, reports, memos, notices, statements, meeting minutes and other documents, using appropriate formatting and layout.
2. Prepare and format various documents such as spreadsheets, tables, charts and presentations as required.
3. Draft Demi-Official Letters following directives from the institution's head.
4. Review and proofread documents to ensure accuracy in grammar, spelling, punctuation and formatting.
5. Execute printing and scanning tasks promptly when needed.
6. Maintain confidentiality in handling files, letters and other relevant correspondences.
7. Assist in managing and updating databases and information systems by accurately inputting and verifying data while ensuring data security.
8. Update data on official websites and web portals.
9. Organize and file documents efficiently for easy retrieval and reference.
10. Manage incoming and outgoing correspondence, including emails, letters and communication, to foster intra-departmental and external stakeholder communication.
11. Perform clerical tasks such as diarizing and distributing receipts, maintaining electronic records of paper movement, etc.
12. Adhere strictly to guidelines, policies and procedures while performing duties.
13. Provide general administrative support as needed.
14. Maintain and troubleshoot computers, printers and other office equipment.
15. Maintain fair-copy and workload registers according to MOP provisions.
16. Handle official correspondence registers if assigned.
17. Keep records of service postage stamps and stationery and submit registers for periodic verification to supervisory officers.
18. Maintain and update the official contact list.

19. Ensure Government Gazettes and Periodicals are well-maintained and requisitions are fulfilled as necessary.
20. Ensure cleanliness and upkeep of the section.
21. Deploy security measures such as password protection for computers and portals, and provide login credentials during responsibility transfers.
22. Ensure preliminary arrangements for online meetings.
23. Perform other duties specified through various orders or assigned by superior officials



## Capacity Development Themes

- ◆ Document Formatting and Layout
- ◆ Confidentiality and Data Security
- ◆ Database Management and Data Entry
- ◆ Record Keeping and Filing Techniques
- ◆ Administrative Support Skills
- ◆ Time Management
- ◆ Cyber Security Awareness
- ◆ Essential Life Skills



## Competencies

- ◆ Attention to Detail: Essential for ensuring accuracy in typing, data entry, proofreading and document formatting.
- ◆ Self-Awareness and Self-Control: Important for maintaining composure and handling confidential information responsibly.
- ◆ Communication Skills: Vital for managing correspondence and facilitating effective communication within and between departments.
- ◆ Planning and Coordination: Required for organizing and filing documents, managing multiple tasks and ensuring timely completion of assignments.
- ◆ Initiative and Drive: Necessary for proactively addressing tasks such as updating data on official websites and implementing security measures.



## Key Contacts

- ◆ Hospitals: Contact for emergency health check-ups for trainees and staff.
- ◆ Fire and Safety Department: Contact for managing emergency situations related to fire and safety.
- ◆ Police Department: Contact for maintaining law and order.
- ◆ Stationery and Printing Department: Contact for the supply and distribution of stationery and printed forms.
- ◆ Women and Child Development Department: Contact for matters concerning the Internal Complaints Committee.



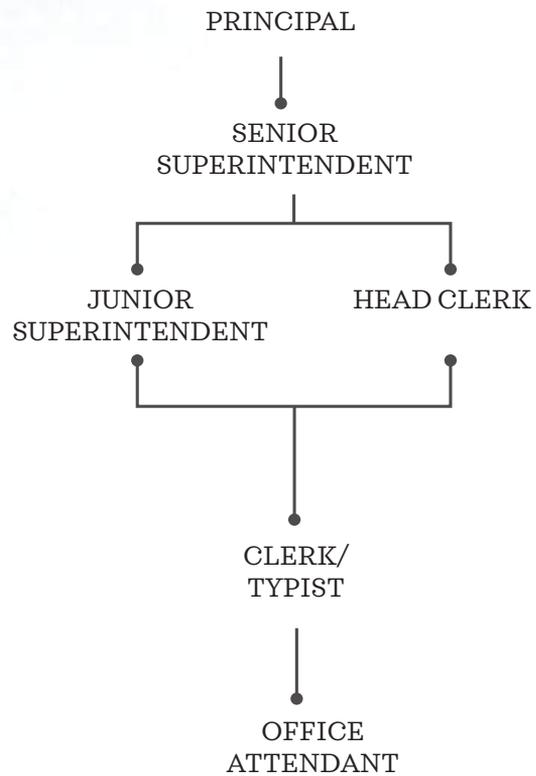
# Office Attendant



## Job Summary:

Office attendant is responsible for providing essential support services to ensure the smooth and efficient functioning of the office environment. S/he is typically involved in supporting various administrative, clerical and organizational tasks, aimed at facilitating the day-to-day operations of the institute

## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Should have passed standard VII and should not have acquired graduation.

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Confidentiality: Maintain confidentiality in handling sensitive information, files and records.
- ◆ Attention to Detail: Professionally organizing office space, categorizing mail and maintaining records require meticulous attention to detail.
- ◆ Service Orientation: Courteously assisting the general public and other officials facilitating their access to services mandates a customer-focused approach.
- ◆ Proactiveness: Initiative to organize the workspace before and after working hours and actively assist the conduct of meetings requires proactiveness.
- ◆ Organizational Skills: Managing office supplies, files and event logistics necessitates strong organizational abilities.
- ◆ Communication: Effective communication skills are vital for handling phone calls, reporting important matters and supporting officials.
- ◆ Adaptability: The ability to handle various tasks, from administrative duties to event organization, requires adaptability.
- ◆ Technology proficient: Be familiar with electronic equipment and basic administrative tools like photocopiers printers and scanners.

### Skills and Abilities (To be assimilated progressively):

- ◆ Office Management: Proficiency in efficiently organizing office spaces and supplies.
- ◆ Event Coordination: Skill in planning and assisting with events and workshops.
- ◆ Record Keeping: Competence in maintaining registers, files and accurate records.
- ◆ Communication Skills: Effectively conveying information over phone and by way of written communication.
- ◆ Logistics Management: Skill in delivering orders, circulars and notices, as well as transferring files and documents.
- ◆ Time Management: Efficiently utilizing time to complete tasks promptly.
- ◆ Teamwork: Collaborating and cooperating with officials and colleagues to support institutional activities.

## Working Conditions:

- ♦ The office attendant should report for duty by 9:30 AM (Para 157 of Manual of Office Procedure, Kerala) and leave only after office hours.

## Other Requirements:

- ♦ Awareness of various Acts, Rules and Schemes related of the Industrial Training Department.



## Duties and Responsibilities

1. Efficiently manage and organize the office space.
2. Create a comfortable work environment by opening doors, windows and switching on electronic equipments before the start of working hours.
3. Close all windows and doors; turn off lights, fans and other electronic equipment's after the working hours.
4. Handle front office duties by courteously assisting the public and facilitating access to various services.
5. Attend phone calls and promptly report important matters to the superior officers.
6. Assist in the transfer of files, documents etc., between various sections/officers.
7. Deliver orders, circulars and notices issued by higher authorities to concerned officials and obtain acknowledgement of receipt.
8. Assist in the office operations, arranging and maintaining registers and files as directed by them for the efficient functioning of the office/institute.
9. Promptly organize meeting venues and provide proactive support throughout meetings.
10. Monitor and restock office supplies as and when required.
11. Assist in organizing of events and workshops.
12. Handle basic administrative tasks, such as photocopying, printing, scanning etc., as and when required.
13. Categorize and organize mail packages precisely, ensuring accurate distribution to designated recipients.
14. Operate the siren system according to the class room timings and manage the public address system.
15. Visit other offices as directed by superior officers and make relevant entries in the movement register for every official visit.
16. Coordinate and support officials for all events held in ITIs, such as admissions, examinations, meetings, PTA meetings, placements, etc.,
17. Promptly collect and deliver government-sanctioned stationery items and office supplies.
18. Dispatch letters promptly to the designated recipients.

19. Record the number of trainees participating in the nutrition program and promptly report this information to the concerned officer.
20. Collect the Trainees Attendance Register daily from workshops and theory classes in the morning and afternoon. After obtaining signatures from the Group Instructor, Vice Principal, or Principal, return the registers to their respective locations promptly.
21. Perform other duties specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Office Management and Organization
- ◆ Customer Service and Communication Skills
- ◆ Time Management
- ◆ Teamwork and Collaboration
- ◆ Essential Life Skills



## Competencies

- ◆ Attention to Detail: Essential for the meticulous organization of office space, accurate record-keeping and efficient mail distribution.
- ◆ Communication Skills: Crucial for effectively handling phone calls, reporting important matters and assisting officials with courtesy.
- ◆ Teamwork: Required for collaborating with colleagues and officials to support office operations and events.
- ◆ Initiative and Drive: Necessary for proactively organizing the workspace before and after working hours, setting up meeting venues and actively supporting meetings.
- ◆ Confidentiality: Critical for upholding strict standards in handling sensitive information, files and records.



## Key Contacts

- ◆ SC/ST Department: For matters related to trainees' stipends.
- ◆ Fisheries Department: For issues concerning trainees' stipends.
- ◆ KSEB: For electricity bill payments.
- ◆ BSNL: For bill payments.
- ◆ Fire Station: For fire-related emergencies.
- ◆ Water Authority: For issues related to drinking water supply.
- ◆ Postal Service: For dispatching mail and parcels.
- ◆ Police Station: For law and order concerns.



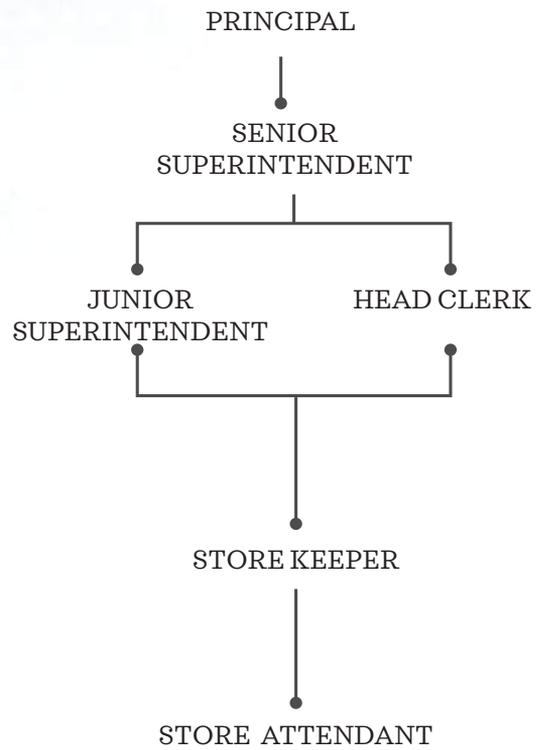
# Store Keeper



## Job Summary:

Store Keeper is responsible for efficiently managing inventory, organizing materials and maintaining an accurate record of stock levels. S/he is also responsible for overseeing procurement activities, documenting and categorizing incoming goods and ensuring their secure storage in designated locations. S/he has a pivotal role in upholding stringent inventory control standards.

## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ By promotion from the feeder category i.e. from Store Attender
- ◆ Should have passed Tenth Standard or equivalent.

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Attention to Detail: The ability to meticulously track inventory, ensuring accurate documentation and categorization of materials.
- ◆ Organizational Skills: Efficiently managing and optimizing storage space while keeping materials easily accessible.
- ◆ Time Management: Prioritizing tasks to meet procurement, issuance and storage requirements promptly.
- ◆ Analytical Thinking: Assessing stock levels, identifying trends and making informed decisions regarding reordering and disposal.
- ◆ Communication: Effectively liaising with suppliers, colleagues, and departments to fulfill material needs and report discrepancies.
- ◆ Inventory Management: Proficiency in maintaining precise records, conducting stock audits and managing inventory software systems.
- ◆ Procurement Knowledge: Familiarity with procurement processes, supplier relations, and negotiation skills to ensure cost-effective material acquisition.

### Skills and Abilities (To be assimilated progressively):

- ◆ Technical Competence: Ability to use inventory management software, barcode scanners and other relevant tools.
- ◆ Problem-Solving: Identifying, resolving discrepancies, address stock shortages or quality issues efficiently.
- ◆ Adaptability: The flexibility to adjust to changing priorities and requirements in a fast-paced environment.
- ◆ Record Keeping: Proficiency in maintaining accurate documentation and records of inventory transactions.
- ◆ Teamwork: Collaborating effectively with colleagues and departments to meet material needs and ensure smooth operations.
- ◆ Knowledge of Safety Regulations: Understanding and adhering to safety protocols for storing and handling materials, including hazardous ones, where applicable.

## Working Conditions:

- ◆ Adequate storage space in compliance with affiliation standards.
- ◆ Well-lit and properly ventilated working environment.
- ◆ Appropriate storage infrastructure such as bins, racks and shelves.
- ◆ Availability of equipment including trolleys, weighing machines, cutting machines, forklifts, ladders, hand pumps, callipers and measuring tools.
- ◆ Presence of fire extinguishing equipment for safety measures.
- ◆ Furniture to support storekeeping operations.

## Other Requirements:

- ◆ Awareness of the various Acts, Rules and Schemes related to the Industrial Training Department



## Duties and Responsibilities

### A) Procurement Operations:

1. Collect goods and services from suppliers.
2. Record purchase details in the purchase day book.
3. Submit invoices/bills to the Principal/ Vice Principal.
4. Facilitate inspection and certification of invoices.
5. Receive certified invoices and update the T&P/Consumable stock register accordingly.
6. Submit certified invoices to the purchase section.
7. Safely store and organize received items in the store.
8. Categorize materials and store them in designated locations.
9. Receive indent requests from trade instructors/sections and timely issue indented items
10. Maintain and safeguard indent records.
11. Record and update indent-based entries in the stock register.
12. Physically verify stock quantities against the stock register.
13. Record and obtain approval for entries in the invoice and stock register from the Principal.

### B) Store Return Management:

1. Accept store return items by way of condemnation, scrap, trainees' models, repair and maintenance work, inter-ITI item transfers etc.,
2. Receive items abolished by trades or items outdated by syllabus; completing the condemnation procedure.
3. Generate issue notes for inter-ITI transfers.
4. Securely maintain the store return documentation.
5. Categorize returned items based on their nature and attach tags.

6. Document item details in relevant registers such as condemnation, scrap, e-waste, trainee models, repair and maintenance work and excess/abolished trade items.
7. Report and receive store return items in the store return book & forward the same to the Principal for further action.
8. Assist and monitor the auction process.
9. Prepare gate passes and invoices, ensuring accurate item quantities for dispatch from the store.

### **C) Register Maintenance:**

#### **T&P and Consumable Stock Register (General Use):**

1. Record all procured T&P and consumable items.
2. Issue these items to the respective trades/sections.
3. Document entries in the relevant stock register and obtain necessary approvals.

#### **PTA Stock Register:**

1. Record all T&P and consumable items procured using PTA funds.
2. Issue these items to the trade/section.
3. Document entries in the PTA stock register.

#### **IMC/STRIVE/Other New Projects Stock Register:**

1. Record all procured T&P and consumable items.
2. Issue these items to the trade/section.
3. Document entries in the respective stock register.

#### **Corporate Social Responsibility (CSR)/Donation Stock Register:**

1. Record all received items.
2. Issue these items to the trade/section.
3. Document entries in the CSR/Donation Stock Register.

#### **Uniform Issue Register:**

1. Raise annual uniform requirements for trainees.
2. Receive uniform cloth from the supplier.
3. Update the stock register.
4. Submit certified invoices.
5. Issue uniforms for trainees and obtain their signatures.
6. Record entries in the stock register.

#### **Suspense Register:**

1. Record details of defective items.
2. Report defective items to the principal.

3. Arrange the return of defective items to the supplier as per the order and obtain receipts.
4. Notify the principal of items maintained in the suspense register for over 6 years. These may be distributed to trades for training purposes with proper authorization.

#### **T&P and Consumable Stock Register (Internal Store Use):**

1. Generate indents for consumables and T&P items needed for internal store use.
2. Document details in the stock register.
3. Maintain custody of the consumable and T&P item stock register.

#### **Furniture Register:**

1. Record all received furniture including those not included in the trade syllabus.
2. Issue these items to trades/sections.

#### **Excess/Abolished Trade Stock Register:**

1. Document excess/abolished trade items; Report these items to the appropriate authority for further action.

#### **D) Miscellaneous:**

1. Collect and gather packing materials.
2. Facilitate annual store stock verification.
3. Prepare annual requirements for common training material.
4. Report book values/market prices of items to determine liability.
5. Maintain a clean, safe and organized work environment.
6. Perform other duties specified through various orders or assigned by superior officials..



### **Capacity Development Themes**

- ◆ Inventory Management
- ◆ Material Handling and Equipment Operation
- ◆ Inventory Software
- ◆ Record Keeping and Documentation
- ◆ Communication and Interpersonal Skills
- ◆ Time Management and Organization



### **Competencies**

- ◆ Attention to Detail: Given the need for accurate record-keeping and categorization of materials, attention to detail is crucial.
- ◆ Organisational Awareness: Understanding the organization's procurement and storage processes is essential.
- ◆ Taking Accountability: Responsibility for the accurate tracking of inventory and ensuring that materials are stored properly.

- ◆ Initiative and Drive: Proactively managing inventory, optimizing storage space and ensuring timely procurement aligned with the need for initiative and drive.
- ◆ Problem-Solving: Addressing discrepancies, stock shortages or issues related to storage or material handling require effective problem-solving skills.

## Key Contacts

- ◆ Legal Metrology Authority: Contact for annual sealing and stamping of weighing equipment.
- ◆ Emergency Services (Fire Station): Contact in case of emergencies.
- ◆ Logistics Partners: Contact for the collection and dispatch of goods.
- ◆ Postal Services: Contact for the collection and dispatch of goods.
- ◆ Industrial Gas Suppliers: Contact in re-filling and certifying cylinders.
- ◆ Local Suppliers and Commercial Enterprises: Contact for local procurement of goods and services.



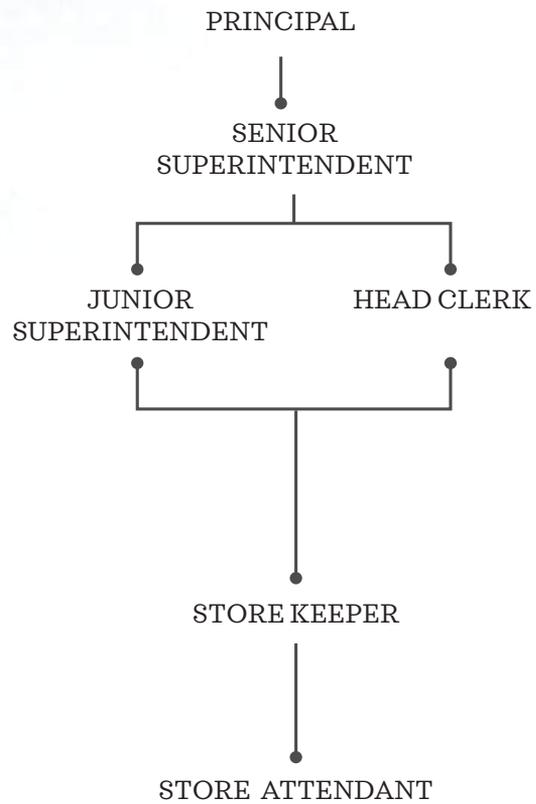
# Store Attendant



## Job Summary:

Store Attendant assists the Store Keeper in maintaining the institution's store. S/he is responsible for receiving, verifying and storing materials, managing inventory records, ensuring proper item placement and facilitating the distribution of goods.

## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ General education qualification of SSLC or its equivalent.
- ◆ By promotion from the post of Last Grade Servant

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Attention to Detail: The ability to meticulously inspect and verify items received, ensuring accuracy and precision in all inventory-related tasks.
- ◆ Organizational Skills: Proficiency in arranging materials systematically, optimizing storage space, and maintaining a well-structured store layout.
- ◆ Communication: Effective communication skills for conveying stock-related information to superiors, submitting reports and coordination.
- ◆ Adaptability: Flexibility to handle various tasks such as cutting, folding, and procurement, as well as adjusting to changing work priorities.
- ◆ Dependability: Demonstrate reliability in managing inventory, ensuring that items are readily available when needed.
- ◆ Housekeeping: A commitment to maintaining a clean and orderly store environment to enhance safety and efficiency.

### Skills and Abilities (To be assimilated progressively):

- ◆ Inventory Management: Proficiency in handling inventory systems, recording stock levels and monitoring stock movements accurately.
- ◆ Material Handling: Skill in safely unpacking, storing and organizing a wide range of materials and items.
- ◆ Record-Keeping: Ability to maintain precise records of stock transactions, invoices, bills and the competence to submit reports to the appropriate authorities.
- ◆ Time Management: Efficiently manage tasks to ensure timely delivery of materials.
- ◆ Problem-Solving: Capability to troubleshoot issues related to inventory discrepancies, storage constraints and procurement challenges.
- ◆ Teamwork: Partnering with the Store Keeper and other team members for institutional excellence.
- ◆ Procurement Knowledge: Familiarity with local purchase processes and the ability to follow procurement guidelines set by the purchasing officer.

## Working Conditions:

- ◆ Adequate storage space in compliance with affiliation standards.
- ◆ Well-lit and properly ventilated working environment.
- ◆ Appropriate storage infrastructure such as bins, racks, and shelves.
- ◆ Availability of equipment including trolleys, weighing machines, cutting machines, forklifts, ladders, hand pumps, callipers and measuring tools.
- ◆ Presence of fire extinguishing equipment for safety measures.
- ◆ Furniture to support storekeeping operations.

## Other Requirements:

- ◆ Awareness of the various Acts, Rules and Schemes related to the Industrial Training Department

## Duties and Responsibilities

1. Unpack materials received in packing cases/packages.
2. Physically verify, sort, weigh and count received items.
3. Ensure proper placement of items on racks/spaces.
4. Deliver authorized invoices/bills to the purchase section.
5. Organize items in alignment with the indent for issue.
6. Uphold store cleanliness and housekeeping standards.
7. Arrange packing materials, packing wood etc., appropriately.
8. Receive and store returned items in their designated locations.
9. Carry out uniform cloth cutting, folding and distribution.
10. Collect goods from parcel/railway/post office/courier office.
11. Distribute goods as per issue instructions to other ITI's.
12. Execute local procurement of goods and services under the purchasing officer's guidance.
13. Perform other duties specified through various office orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Store Operations and Inventory Management
- ◆ Effective Material Handling and Storage Practices
- ◆ Storehouse Technology and Equipment Handling
- ◆ Inventory Auditing and Stock Verification
- ◆ Retail Inventory Management
- ◆ Essential life skills



## Competencies

- ◆ Attention to Detail: Store attendants must be meticulous and inventory management.
- ◆ Result Orientation: A focus on achieving the desired results, such as maintaining an organized store, meeting inventory accuracy goals and ensuring timely deliveries, is essential for store attendants.
- ◆ Initiative and Drive: Proactive individuals who take initiative to improve store processes, solve problems and continuously strive for efficiency can excel in this role.
- ◆ Communication Skills: Effective communication is necessary to liaise with team members, superiors and other departments thereby ensuring seamless coordination in the store's operations.
- ◆ Team Working: Collaboration is vital as attendants often work alongside others, such as storekeepers and colleagues, to achieve common goals.



## Key Contacts

- ◆ Legal Metrology Department: Contact for annual sealing and stamping of weighing equipment.
- ◆ Local Fire Station: Contact during emergency situations.
- ◆ Logistic Suppliers: Partners for the collection and dispatch of goods.
- ◆ Postal Service: Contact for the collection and dispatch of goods.
- ◆ Industrial Gas Distributors: Contact for cylinder refilling and certification.
- ◆ Local Suppliers and Commercial Enterprises: Contact for local procurement of goods and services



# Watchman

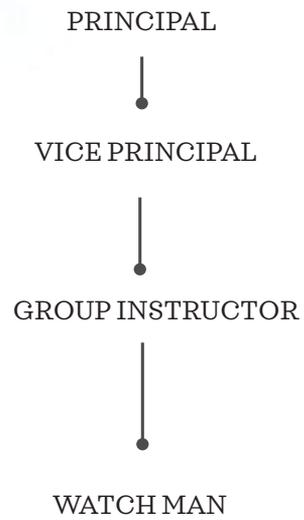


## Job Summary:

Watchman is responsible for ensuring the security and safety of the institution's premises, personnel and assets. S/he plays a crucial role in maintaining a secure and orderly environment, preventing unauthorised access and mitigating potential risks. S/he is responsible for monitoring the safety of the premises/office through regular patrols, surveillance cameras and maintaining access control



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Should have passed Standard VII and should not have acquired graduation

### Physical and Mental Attributes:

S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Alertness and Vigilance: The watchman must be highly attentive and vigilant to detect suspicious activity or potential threats.
- ◆ Responsiveness: The watchman should be able to respond swiftly and effectively during emergencies.
- ◆ Strong Communication Skills: Effective communication is crucial for promptly reporting incidents, concerns or accidents to the superior officers.
- ◆ Attention to Detail: Maintaining accurate records of inward and outward management requires meticulous attention to detail.
- ◆ Physical Stamina: The job often involves regular patrols and the ability to be on one's feet for extended periods of time.
- ◆ Observational Skills: The watchman should possess keen observational skills to identify irregularities, potential security risks or safety hazards

### Skills and Abilities (To be assimilated progressively):

- ◆ Security Systems Knowledge: Familiarity with surveillance cameras, alarm systems and other security equipment is essential for efficient monitoring and response.
- ◆ Emergency Response Procedures: Being well-versed in emergency response protocols ensures quick and effective actions.
- ◆ Reporting and Documentation: Properly documenting incidents, irregularities and safety reports is vital for record-keeping and reference.
- ◆ Service Orientation: Providing courteous and helpful assistance to visitors and staff fosters a positive environment within the premises.
- ◆ Technical Skills: Basic technical knowledge on how to ensure that safety equipments are in working order .
- ◆ Compliance Awareness: Staying updated with fire safety and security protocols within the premises is important.
- ◆ Team Player: Teaming up purposively with other staff to coordinate security measures enhances overall security standards.

- ◆ Adaptability: Being flexible and adaptable to different situations and works shifts as warranted.

### **Working Conditions:**

- ◆ Requires constant alertness and the ability to work in shifts, including nights, weekends and holidays.
- ◆ Availability of essential security tools such as torches, communication devices and alarm systems.
- ◆ May involve working outdoors in varying weather conditions, including rain, heat and cold.
- ◆ Adequate lighting and well-maintained surveillance points to ensure clear visibility and effective monitoring.
- ◆ Familiarity with emergency response procedures and quick access to contacts for reporting security concerns or incidents.

### **Other Requirements:**

- ◆ Familiarity with the institute's routine operations is essential to effectively monitor activities, anticipate security needs and respond to any irregularities.
- ◆ Basic awareness of various Acts, Schemes and Rules related to Industrial Training Department



## **Duties and Responsibilities**

1. Patrol the premises regularly to monitor suspicious activities or security breaches.
2. Monitor surveillance cameras and security systems to detect and respond to potential threats.
3. Control access points, ensuring only authorized personnel or visitors enter the premises.
4. Control and manage access points by verifying identification and permissions for personnel, visitors and vehicles.
5. Respond quickly and appropriately during emergencies, following established protocols and assisting in evacuations.
6. Safeguard valuable assets, equipment and sensitive information to prevent theft, vandalism or unauthorized use.
7. Conduct regular inspections to ensure safety compliance with fire safety and security regulations.
8. Ensure that the safety and security equipment are in proper working condition.
9. Monitor record and report irregularities, such as surveillance equipment malfunctions or potential security breaches.
10. Respond promptly to emergencies, including fire outbreaks, medical incidents or security breaches.
11. Immediately report incidents, suspicious activities, accidents or security concerns to the superior officers.

12. Monitor alarm systems diligently and take swift action when alarms are triggered.
13. Periodically inspect the boundary walls and report breaches or damages, if any, promptly to the superior officers.
14. Timely switch on and off lights in and around the institutional premise.
15. Ensure the security of buildings by conducting thorough inspection after working hours, verifying the closure of all windows, doors and entrances.
16. Report excessive vegetation in the premises and such concerns to superior officers.
17. Submit safety-related reports to the superior officers.
18. Provide necessary information and assistance to visitors.
19. Ensure the security and safety of all staff and premises.
20. Oversee crowd management and maintain order during special events or occasions.
21. After regular office hours, inspect classrooms and offices to ensure lights and fans are switched off.
22. Verify the closure of water taps in the workshops and the campus premises.
23. Timely replenish water tanks as needed and promptly report any instances requiring cleaning or maintenance.
24. Lock and unlock workshops under the supervision of the relevant Trade Instructor or Group Instructor.
25. Perform other duties specified through various orders or assigned by superior officials



## Capacity Development Themes

- ◆ Security and Surveillance Training
- ◆ Emergency Response and Crisis Management
- ◆ Safety Equipment Maintenance and Inspection
- ◆ Adaptive Security Solutions and Situational Awareness
- ◆ Safety Regulations and Compliance Training Programme
- ◆ Essential Life Skills.



## Competencies

- ◆ Attention to Detail: Essential to closely monitor surveillance cameras, detect suspicious activities and maintain the security of the premises.
- ◆ Decision Making: Essential for making swift, informed choices during emergencies or security breaches to ensure a timely response.
- ◆ Problem-Solving: Important for resolving security challenges, identifying potential threats and implementing effective solutions.
- ◆ Communication Skills: Vital for accurately reporting incidents, emergencies and security concerns, as well as assisting visitors and staff.

## Key Contacts

- ◆ Police: Immediate contact in case of unusual incidents or security concerns.
- ◆ Fire and Rescue: Quick communication during emergencies such as fires or natural disasters.
- ◆ Hospitals/Health Department: Contact for ambulance services and medical support during health/medical emergencies.
- ◆ KSEB: Notify for issues related to electrical malfunctions or outages.

# Sweeper

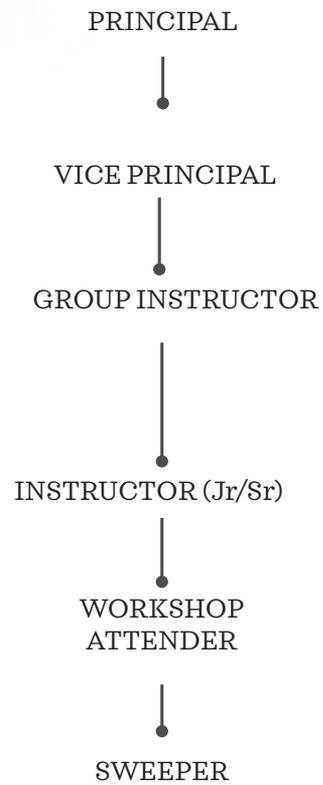


## Job Summary:

The Sweeper is tasked with maintaining cleanliness and hygiene throughout the institute, ensuring a safe and welcoming environment for staff, trainees and visitors. S/he is responsible for sweeping, mopping and dusting floors, surfaces and common areas to uphold a clean and orderly space.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Should have passed standard VII and should not have acquired graduation.

### Physical and Mental Attributes:

- ◆ S/he should possess sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Attention to Detail: A keen eye for detail is essential to ensure every area is thoroughly cleaned and maintained.
- ◆ Reliability: The ability to consistently execute cleaning tasks according to schedules is crucial .
- ◆ Adaptability: Willingness to take on additional duties as assigned by superiors and adapt to changing requirements.
- ◆ Initiative: A self-driven initiative is essential to maintain cleanliness and hygiene.
- ◆ Punctuality: Timeliness in starting and completing assigned tasks is crucial .
- ◆ Cleaning Expertise: Proficiency in various cleaning techniques and safe use of cleaning agents and equipment.

### Skills and Abilities (To be assimilated progressively):

- ◆ Communication: Appropriate communication skills to report on contingencies and performed tasks to superiors.
- ◆ Problem-Solving: Ability to identify and address cleaning challenges and or meet unexpected situations efficiently.
- ◆ Teamwork: Willingness to collaborate with colleagues in cleaning efforts.
- ◆ Safety Awareness: Awareness of safety protocols and practices to prevent accidents while performing cleaning tasks.
- ◆ Record Keeping: Ability to maintain accurate records of cleaning activities and waste disposal practices.
- ◆ Gardening Skills: Knowledge of basic gardening tasks such as watering, weeding and plant care.

### Working Conditions:

- ◆ Access to necessary cleaning supplies, equipment and protective gear (gloves, masks, etc.,) to ensure safe handling of waste and hazardous materials.
- ◆ Proper ventilation in all working areas to ensure a healthy environment during cleaning tasks.

- ◆ Availability of segregated waste bins for proper disposal and recycling of waste materials in compliance with health and safety guidelines.

### Other Requirements:

- ◆ Awareness of the institute's routine operations is essential to ensure that cleaning tasks are performed without disrupting daily activities and to maintain a smooth, orderly environment.
- ◆ Basic awareness of various Acts, Schemes and Rules related to Industrial Training Department



## Duties and Responsibilities

1. Clean office premises daily to maintain a hygienic environment.
2. Undertake daily cleaning tasks in designated areas, including buildings, workshops, theory classrooms, and other premises.
3. Ensure proper maintenance and upkeep of dustbins.
4. Remove wastes and clean dustbins daily.
5. Segregate and collect paper, plastic, glass, electronic waste and other materials in designated bins.
6. Store paper and dry leaves in a confined space for incineration.
7. Deliver collected plastic waste to authorized facilities, adhering to LSGD guidelines.
8. Perform composting operations by depositing stored biomass in an aerobic compost unit and following necessary procedures.
9. Regularly clean curtains, table mats, floor mats, chairs, and decorative items.
10. Clean furniture, electrical and electronic equipment in office rooms and other designated areas.
11. Remove cobwebs and dust, wipe fans and clean handrails on staircases.
12. Update the housekeeping report and obtain signatures from concerned officers.
13. Regularly water plants and maintain institute gardens.
14. Inspect drainage, septic pipelines etc., and promptly report any issues to superior officers.
15. Notify superior officers about the removal of compost and plastic waste.
16. Perform other duties specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Professional Cleaning and Hygiene Certification
- ◆ Best Practices in Waste Management and Recycling
- ◆ Facility Maintenance and Housekeeping
- ◆ Gardening and Green Space Maintenance
- ◆ Essential Life Skills.



## Competencies

- ◆ Attention to Detail: Sweeping and cleaning tasks require meticulous attention to detail to ensure thorough cleanliness and maintenance.
- ◆ Taking Accountability: Sweeping duties involve personal responsibility for completing tasks on schedule and reporting related issues promptly.
- ◆ Initiative and Drive: Initiative to address contingencies efficiently is crucial.
- ◆ Communication Skills: Effective communication is essential for reporting completed tasks, contingencies, and collaborating with colleagues for efficient cleaning.



## Key Contacts

- ◆ (Nil)



# Dresser

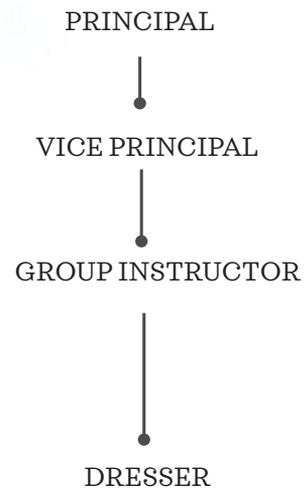


## Job Summary:

The Dresser plays a crucial role in providing first aid services and maintaining a safe environment within the institute. S/he is responsible for attending accident sites, treating and dressing wounds and administering first aid across various medical emergency situations.



## Reporting and Supervisory Relationship



## Job Specifications

### Qualifications:

#### By promotion:

- ♦ Full time sweepers who have 3 years' experience and certificate in nursing assistant.
- ♦ S/he should have passed standard VII.

### Physical and Mental Attributes:

- ♦ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ♦ Attention to Detail: Ensuring the accuracy and precision of first aid administration, record-keeping, and stock management.
- ♦ Emergency Response: Ability to remain calm and act decisively in high-pressure situations.
- ♦ Communication Skills: Effective communication with patients, medical professionals and authorities to convey incident details.
- ♦ Empathy: Displaying empathy and compassion when providing first aid and support to the injured.
- ♦ Organization Awareness: Maintaining meticulous records and a well-organized first aid room with essential supplies.
- ♦ First Aid Expertise: Proficiency in administering first aid for various injuries and under diverse medical conditions.

### Skills and Abilities (To be assimilated progressively):

- ♦ Medical Liaison: Ability to liaise effectively with medical officers, casualty staff and dressing staff to ensure treatment.
- ♦ Documentation: Accurate record-keeping and reporting skills for incidents, first aid supplies and other relevant data.
- ♦ Hygiene Compliance: Knowledge and adherence to hygiene standards within the first aid room.
- ♦ Team Collaboration: Effective teamwork skills when cooperating with colleagues and authorities during institutional activities.
- ♦ Emergency Coordination: Competence in coordinating emergency hospital transfers and empathy in accompanying injured individuals.

### Working Conditions:

- ♦ Essential medical supplies include wound-cleaning medications, antiseptics, sterile instruments, dressing tools, fracture splints and a well-equipped first aid room with bed.

## Other Requirements:

- ◆ Awareness of various Acts, Rules and Schemes related of the Industrial Training Department.



## Duties and Responsibilities

1. Inspect the accident/medical emergency site at ITI and assess the situation for appropriate action.
2. Administer first aid as required by the situation.
3. Supervise and coordinate patient relocation to nearby hospitals when necessary.
4. Provide immediate assistance to trainees seeking help in the first aid room.
5. Disinfect wounds with antiseptic solution and apply cotton bandages as needed.
6. Maintain a fully stocked first aid room with all essential supplies.
7. Ensure the availability of basic amenities like drinking water, glucose, ORS and bed sheets in the first aid room.
8. Report incidents promptly to the Group Instructor in charge.
9. Compile and maintain a detailed register documenting incident dates, wound types, first aid provided, reporting time, hospitalization needs and updated statuses.
10. Maintain proper hygiene within the first aid room.
11. Be present during arts and sports activities with a first aid kit and oral solutions like energy drinks ,ORS, etc.,
12. Accompany injured individuals to the hospital in case of emergencies.
13. Assist the medical officer, casualty and dressing staff in ensuring optimal treatment for injured individuals.
14. Maintain a stock register to accurately record consumables, tools and incoming/outgoing items.
15. Conduct daily stock checks and submit procurement requests for items in shortage to the Group Instructor in charge.
16. Participate in Red Ribbon activities such as AIDS awareness programs and blood donation camps.
17. Collaborate with institutional activities in alignment with established guidelines.
18. Perform other duties specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ First Aid and Emergency Response
- ◆ Medical Supply Management
- ◆ Emergency Event Coordination and Patient Transfer
- ◆ Effective Communication and Team Collaboration
- ◆ Safety and Compliance
- ◆ Essential Life Skills.



## Competencies

- ◆ Attention to Detail: Essential for accurately administering first aid, maintaining records and managing medical supplies.
- ◆ Empathy: Crucial for providing compassionate support and care to injured individuals.
- ◆ Communication Skills: Necessary for effectively conveying incident details, coordinating care and collaborating with medical professionals.
- ◆ Planning and Coordination: Key for effectively planning and coordinating emergency responses, hospital transfers and institutional activities.
- ◆ Problem Solving: Valued for assessing situations, determining appropriate first aid measures and resolving issues.



## Key Contacts

- ◆ Medical Practitioners: For professional medical consultation and treatment of trainees.
- ◆ Primary Health Centre : For routine and emergency health care services and advice.
- ◆ Emergency Ambulance Services: For immediate transport of individuals requiring urgent medical care.



# Librarian

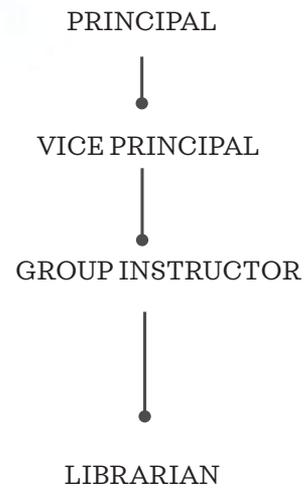


## Job Summary:

The Librarian is responsible for managing and organizing the institute's library resources. S/he supports the learning and research needs of trainees and instructors. S/he is responsible for cataloguing and classifying books, periodicals and digital resources as well as for maintaining an efficient library system.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ◆ Bachelor's Degree in Library and Information Science from a recognized University.

#### OR

- ◆ Bachelor's Degree in any subject and a Diploma in Library and Information Science from a recognized University.

### Physical and Mental Attributes:

- ◆ S/he should possess sound physical and mental health to effectively manage the demands of the job

### Entry Level Attributes:

- ◆ Detail Orientation: Diligently oversee library operations, ensure meticulous book arrangement and cataloguing.
- ◆ Community Engagement: Actively participate in community programs to foster awareness.
- ◆ Mentorship: Offer valuable guidance to trainees in educational and career pursuits.
- ◆ Cataloguing Mastery: Proficiently classify and catalogue library materials.
- ◆ Event Planning Expertise: Proficiently organize activities and promotional events.
- ◆ Effective Communication: Strong interpersonal skills to address patron inquiries and facilitate community programs.

### Skills and Abilities (To be assimilated progressively):

- ◆ Data Management Proficiency: Competent in efficiently updating and maintaining electronic data.
- ◆ Digital Literacy: Skilled in managing and updating digital content on the library's website.
- ◆ Financial Acumen: Able to prepare and manage budgets for material acquisition and upkeep.
- ◆ Research Facilitation: Proficiently assist trainees in locating online scholarly articles.
- ◆ Problem-Solving: Effectively address challenges and provide solutions to library users.
- ◆ Adaptability: Easily adapt to evolving technology and user demands in the library setting.

### Working Conditions:

- ◆ Adequate library space with comfortable furnishing, internet, computers, printing, scanning facilities and a reading space.

### Other Requirements:

- ◆ Awareness of various Acts, Rules and Schemes related to the Industrial Training Department.
- ◆ Proficiency in leveraging information management for educational purposes.



## Duties and Responsibilities

1. Oversee daily library operations, including book arrangement, classification, cataloguing etc.,
2. Supervise the maintenance of newspapers, periodicals and electronic data.
3. Facilitate seamless access to library resources and ensure user-friendly data retrieval.
4. Administer customer support services for library patrons.
5. Prepare the budget for repairing, replacing and acquiring reading materials.
6. Procure new inventory from book supply companies with the approval of Principal.
7. Assist trainees in locating online scholarly articles.
8. Foster reading and writing skills among library users.
9. Coordinate community initiatives to enhance library awareness.
10. Plan and engage activities and promotional events for enhancing library usage among trainees with the approval of Principal.
11. Respond promptly to library-related enquiries.
12. Publish and regularly update contents related to library on the institute's website.
13. Provide guidance to trainees on educational goals, job prospects and higher education opportunities.
14. Perform other duties specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Library Management
- ◆ Digital Data Management
- ◆ Advanced Web Content Management
- ◆ Community Engagement Strategies for Libraries
- ◆ Educational and Career Guidance Counseling Course
- ◆ Essential Life Skills.



## Competencies

- ◆ Attention to Detail: Attention to detail is crucial to ensure accurate cataloguing, data management and resource procurement.
- ◆ Result Orientation: Successful organizing of activities, promoting library awareness and achieving educational goals, mandates a focus on result orientation.
- ◆ Problem Solving: Library professionals encounter multifaceted challenges and the ability to efficiently address these issues are important.
- ◆ Communication Skills: Effective communication is vital for providing customer service, offering guidance to trainees and coordinating community programs.
- ◆ Planning and Coordination: Managing library functions and promotional events require strong planning and coordination skills.



## Key Contacts

- ◆ State Library Council: Contact for guidance on library standards, resources and best practices.
- ◆ Leading Publishers: Reach out for acquiring new books, resources and staying updated on the latest publications.
- ◆ Training Materials Publishers – NIMI: Contact for obtaining specialized training materials and educational resources.



# Assistant Hostel Superintendent

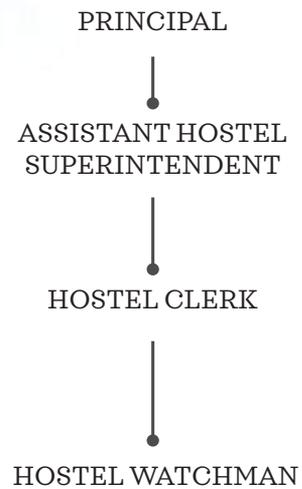


## Job Summary:

The Assistant Hostel Superintendent is responsible for ensuring the overall well-being, safety and discipline of hostel. S/he is responsible for managing hostel admissions, enforcing security protocols and overseeing daily operations of the hostel.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

#### By Promotion/Transfer:

- ◆ General educational qualification of SSLC or its equivalent.
- ◆ Should have passed Account Test (Lower).
- ◆ Diploma/Certificate in Physical Education from a Government recognized institute.

#### Direct Recruitment:

- ◆ General educational qualification of SSLC or equivalent.
- ◆ Experience of not less than 2 years in accounting.
- ◆ Diploma/Certificate in Physical Education from a Government recognized institute

### Physical and Mental Attributes:

S/he should have sound physical and mental health to effectively manage the demands of the job

#### Entry Level Attributes:

- ◆ Empathy: The ability to understand and empathize with the needs and concerns of hostel residents.
- ◆ Communication: Effective communication skills to interact with residents, parents and institution officials.
- ◆ Leadership Skills: A leadership mindset to ensure discipline, coordinate activities and manage emergency situations.
- ◆ Adaptability: Being adaptable to handle a variety of tasks and situations in a dynamic hostel environment.
- ◆ Conflict Resolution: Proficiency in conflict resolution to address issues among residents and maintain harmonious environment.
- ◆ Crisis Management: The capability to stay calm and act decisively during medical emergencies or security issues.
- ◆ Counselling Skills: Basic counselling skills to provide emotional support and guidance to residents facing personal challenges.

### Skills and Abilities (To be assimilated progressively):

- ◆ Security Awareness: Knowledge of security protocols and the ability to ensure safety and security in the hostel premises.
- ◆ Organizational Skills: Strong organizational abilities to manage hostel admissions, schedules and coordination of events.
- ◆ Time Management: Effective time management skills to handle multiple tasks efficiently.

- ◆ Networking: Ability to establish and maintain positive relationships with residents, parents and relevant institution officials.
- ◆ Regulatory Knowledge: Understanding of hostel rules, regulations and anti-ragging policies.

### Working Conditions:

- ◆ Well-furnished hostel building with ample lighting, well-maintained washrooms, a fully-equipped kitchen, dedicated study rooms and recreation spaces.
- ◆ A computer with internet connectivity and a printer for ensuring efficient access to digital resources and communication tools.

### Other Requirements:

- ◆ Awareness of various acts, rules and schemes related of the Industrial Training Department.



## Duties and Responsibilities

1. Administer trainee admissions in the hostel and maintain an up-to-date hostel admission register with accurate entries.
2. Record daily attendance of hostel residents.
3. Ensure safety provisions within the hostel premises.
4. Enforce security measures in the hostel.
5. Ensure discipline among staff and residents in and around the hostel premises.
6. Supervise the quality of food provided in the hostel.
7. Foster an atmosphere of peace and harmony among residents.
8. Prevent and address instances of ragging; ensure a ragging-free environment.
9. Oversee housekeeping and daily cleaning activities of the hostel.
10. Ensure adequate maintenance of hostel furniture and fittings; initiate prompt repairs as and when required.
11. Respond to medical, social and personal emergencies of hostel residents.
12. Accompany hostel residents to the hospital in cases of serious illness or medical emergencies.
13. Maintain regular communication with parents of hostel residents.
14. Arrange counselling sessions for trainees requiring psychological support.
15. Conduct physical training sessions for all trainees of the institute.
16. Initiate procurement of sports and games equipment and maintain a stock register.
17. Liaise with relevant officials to ensure timely completion of hostel maintenance tasks.
18. Facilitate information exchange and sharing of documents between residents and institution officials.
19. Maintain movement records of resident entry and exit during non-training hours.
20. Safeguard the keys of hostel rooms.
21. Monitor and oversee locking and unlocking the hostel gate as per schedule.

22. Conduct regular inspections of the hostel premises.
23. Timely update and maintain records, including stock registers, inspection logs, liability registers, movement registers, visitor logs, etc.,
24. Perform additional duties as assigned by the Hostel Superintendent.
25. Organize and oversee cultural activities and sports events at the Institute, at the district and state levels.
26. Support NCC, NSS and related clubs' activities.
27. Coordinate the activities of the Institute's Anti-Ragging Committee.
28. Perform other duties specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Hostel Operations and Management
- ◆ Leadership in Residential Life Programs
- ◆ Counseling and Support Techniques
- ◆ Conflict Resolution and Mediation in Residential Settings
- ◆ Leadership and Communication Development
- ◆ Essential Life Skills



## Competencies

- ◆ Empathy: Vital for understanding and addressing the needs and concerns of hostel residents.
- ◆ Decision-Making: Essential for making swift and effective decisions, particularly in emergencies or situations requiring conflict resolution.
- ◆ Communication Skills: Crucial for engaging with residents, parents, institutional officials and staff.
- ◆ Problem-Solving: Key for effectively managing challenges related to safety, discipline and resident concerns.
- ◆ Teamwork: Important for collaborating with hostel staff and coordinating activities and events, fostering effective team dynamics.



## Key Contacts

- ◆ Police Department: For law and order issues and addressing legal concerns.
- ◆ Excise Department: For matters related to drug & substance control and for awareness.
- ◆ Health Department: For general health-related issues.
- ◆ Primary Health Centre: For health-related concerns of residents and medical assistance.



# Motor Driver

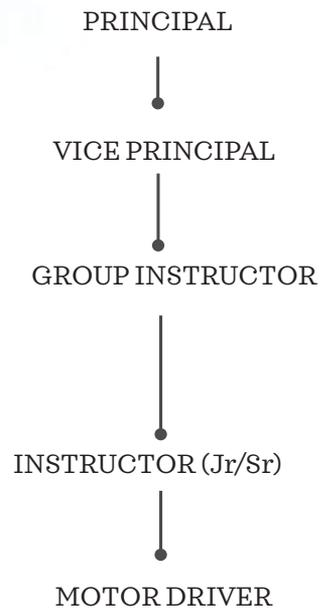


## Job Summary:

Motor Driver is responsible for imparting driving skills to trainees, promoting safe driving practices and preparing them for the driving test to obtain a license.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

- ♦ Educational qualification of Seventh standard.
- ♦ A Valid Light Motor Vehicle (LMV) driving license with a minimum of 3 years of experience

### Physical and Mental Attributes:

- ♦ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ♦ Communication Skills: Necessary for clearly conveying driving techniques and regulations to trainees.
- ♦ Instructional Ability: Important for effectively imparting driving skills.
- ♦ Organizational Skills: Required for managing multiple responsibilities, such as lesson planning and record-keeping.
- ♦ Confidence Building: Required for trainees to feel assured during hands-on practice, which enhances their learning experience and improves their performance.
- ♦ Attention to Detail: Essential for ensuring accurate and timely updates to vehicle records and logbooks.
- ♦ Technical Knowledge: Crucial for understanding vehicle parts, functions and for providing accurate information & support to trainees.
- ♦ Adaptability: Important for adjusting to various training needs and handling unexpected issues

### Skills and Abilities (To be assimilated progressively):

- ♦ Record-Keeping: Proficiently maintaining and updating vehicle-related records is important for ensuring accurate documentation and compliance with regulations.
- ♦ Administrative Skills: Preparing and submitting reports, maintaining attendance registers and managing document renewals.
- ♦ Supervision: Effectively supervising and evaluating trainee progress is important for ensuring that the training objectives are met.
- ♦ Problem-Solving: Identifying and resolving issues related to vehicle performance or trainee progress is crucial for maintaining smooth operations and achieving training goals.
- ♦ Compliance: Ensuring adherence to safety regulations and maintaining up-to-date records and documents.
- ♦ Initiative: Taking proactive steps in handling tasks like condemning irreparable vehicles and renewing documents.

### **Working Conditions:**

- ◆ Vehicle in good running condition, including an extra clutch and a brake.
- ◆ Availability of fuel.
- ◆ All requisite documents related to the vehicle and logbook.

### **Other Requirements:**

- ◆ Availability of a driving simulator, traffic signs and charts.
- ◆ Provision of a dedicated room with physical models of automobile parts, including clutch, brake and engine.



## **Duties and Responsibilities**

1. Plan and instill driving lessons and methodologies to trainees.
2. Explain driving procedures and techniques comprehensively to the trainees.
3. Educate trainees on motor vehicle acts, rules and regulations.
4. Demonstrate driving skills to trainees.
5. Supervise and evaluate trainees progress in driving lessons.
6. Build confidence among trainees during hands-on driving practice.
7. Clarify vehicle parts and their functions in detail to the trainees.
8. Assist trainees with the application process for driving licenses.
9. Provide remedial driving practices for trainees who did not pass their initial tests.
10. Maintain and timely update vehicle-related records with relevant entries.
11. Perform regular vehicle checkups and promptly notify any vehicle related issues to the superior officers.
12. Coordinate necessary maintenance, repairs, servicing, fueling and record these in the logbook.
13. Ensure the vehicle remains clean, tidy and in good working condition at all times.
14. Update the vehicle logbook promptly and accurately, ensuring signatures from all users.
15. Prepare and submit a monthly abstract of work performed in the logbook, countersigned by the Principal.
16. Submit a check report to the concerned instructor after the training session.
17. Maintain a daily attendance register for trainees undergoing driving practice.
18. Initiate steps to renew vehicle insurance, pollution control and tax coupons annually.
19. Initiate steps to conduct regular mileage tests on an annual basis.
20. Provide relevant information to the officials to update the VEELS portal.
21. Initiate steps to condemn vehicles declared irreparable.
22. Perform other duties as specified through various orders or assigned by superior officials.



## Capacity Development Themes

- ◆ Effective Driving Instruction Techniques
- ◆ Vehicle Maintenance and Management
- ◆ Motor Vehicle Rules and Regulations Compliance
- ◆ Advanced Driving Simulation and Training
- ◆ Technical Knowledge of Automobile Parts
- ◆ Record-Keeping and Administrative Procedures
- ◆ Defensive driving



## Competencies

- ◆ Attention to Detail: Important for accurate updates of vehicle records, logbooks and also for compliance and operational efficiency.
- ◆ Planning and Coordination: Essential for organizing driving lessons, vehicle maintenance and managing multiple responsibilities effectively.
- ◆ Problem Solving: Important for addressing issues related to vehicle performance, trainee progress and ensuring smooth operations.
- ◆ Communication Skills: Necessary for clearly explaining driving techniques, regulations & procedures to trainees and providing effective feedback.



## Key Contacts

- ◆ Police Department: Contact for reporting traffic incidents or addressing legal issues related to driving and vehicle use.
- ◆ Fire & Rescue Department: Contact for assistance in case of vehicle-related emergencies, accidents or safety compliance concerns.
- ◆ Motor Vehicle Department: Contact for vehicle registration, licensing and compliance with motor vehicle regulations.
- ◆ Insurance Department: Contact for handling insurance claims and policy updates.



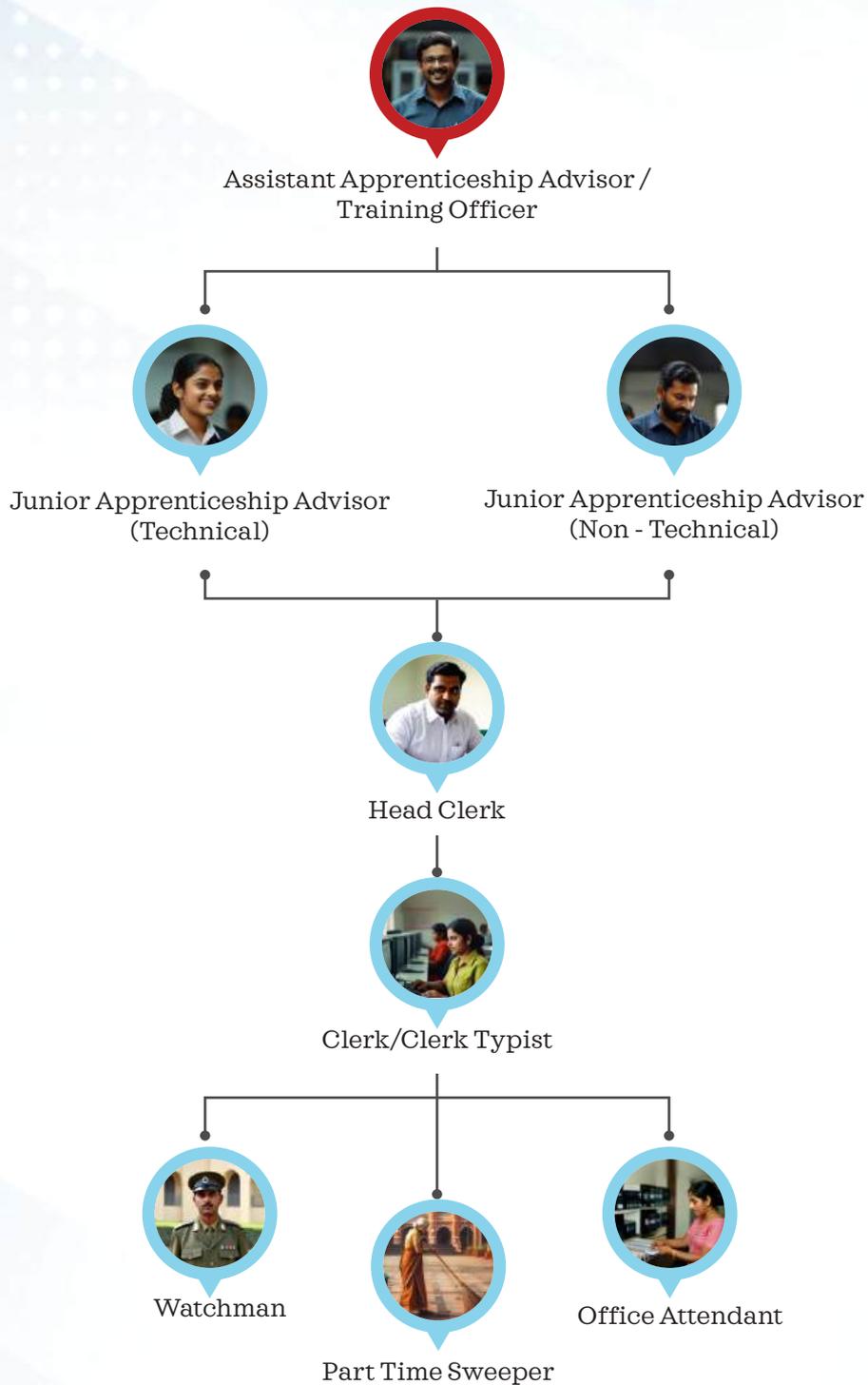


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## Related Instruction Centre

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# Reporting and Supervisory Relationship



# Assistant Apprenticeship Advisor / Training Officer

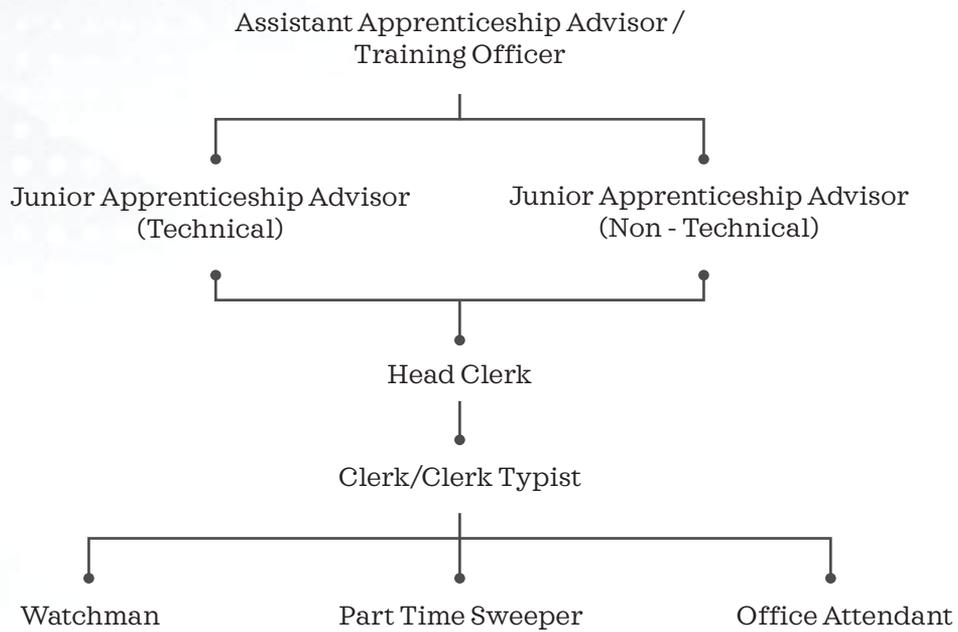


## Job Summary:

The Assistant Apprenticeship Advisor or Training Officers has a pivotal role in the effective implementation, oversight, promotion and evaluation of apprenticeship training within the district. S/he is responsible for monitoring and providing support to establishments in matters related with apprenticeship and offering mentorship to apprentices.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

#### By Promotion:

- ◆ From feeder/ various other categories such as Group Instructor/ JAA (T).
- ◆ (A degree in the relevant branch of Engineering / Technology from a recognized board / institution or University or equivalent with 5 years' experience

#### OR

Diploma in a relevant branch of Engineering / Technology from a recognized board / institution or equivalent with eight years' experience in a workshop or factory or concern of repute engaged in production or in teaching in a recognized institution.

### Physical and Mental Attributes:

S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Attention to Detail: A keen eye for accuracy is essential, especially when verifying records and documents.
- ◆ Interpersonal Skills: Effective communication and interpersonal skills are crucial for addressing queries, mentoring apprentices, etc.,
- ◆ Adaptability: The ability to adapt to evolving regulations, policies and program improvements is essential.
- ◆ Organizational Acumen: Strong organizational skills are necessary to manage administrative tasks, monitor apprenticeship training progress and oversee budget utilization.
- ◆ Problem-Solving: The capacity to identify challenges, areas for improvement and to resolve disputes or grievances is vital.

### Skills and Abilities (To be assimilated progressively):

- ◆ Data Management: Proficiency in database creation, maintenance, and management is important.
- ◆ Legal Knowledge: A solid understanding of apprenticeship laws and regulations, as well as health and safety standards are crucial.
- ◆ Mentorship and Guidance: Ability to provide effective mentorship and guidance to apprentices for their professional development.
- ◆ Collaboration: Skills to work amicably with team members and stakeholders to ensure the smooth functioning of the program and to share insights for program improvement.
- ◆ Communication: Strong written and verbal communication skills are necessary for addressing queries, conducting workshops and maintaining records.
- ◆ Analytical Thinking: The ability to analyze training progress, evaluate skill development and identify areas for program enhancement.
- ◆ Administrative Proficiency: Dexterity in administrative tasks are essential.

- ◆ Problem Solving: Effective problem-solving abilities are essential for addressing grievances, disputes and challenges that may arise during apprenticeship.
- ◆ Financial Management: Skills in financial tasks such as calculating stipend reimbursements, managing budgets, ensuring financial compliance and propriety, etc., are essential.

### **Working Conditions:**

- ◆ Adequate office space with proper ventilation is essential to ensure a conducive and smooth functioning work environment.
- ◆ Computer with seamless internet connectivity.
- ◆ Service of vehicle and a driver for travel requirements.

### **Other Requirements:**

- ◆ Awareness of Apprenticeship Act, rules, procedures and Apprentice Training Scheme portal functions.
- ◆ Awareness of the Training Manual, various Acts and Schemes related to the Industrial Training Department.

## **Duties and Responsibilities**

### **A) Apprenticeship Training Programme Implementation:**

1. Create, maintain and update a database of establishments.
2. Identify / Map apprenticeship opportunities through surveys and resurveys of establishments.
3. Coordinate with establishments to appoint apprentice trainees.
4. Provide guidance on Apprenticeship Act, rules, procedures and Apprentice Training Scheme portal functions to establishments and trainees.
5. Guide and support establishments in candidate selection for Apprenticeship training.
6. Ensure timely payments of stipends.
7. Respond to enquiries and provide information to various stakeholders.

### **B) Apprenticeship onboarding and Portal Management:**

1. Approve apprenticeship contracts.
2. Approve extensions of apprenticeship contracts.
3. Approve novation of apprenticeship contracts.
4. Approve terminations of apprenticeship contracts.
5. Approve overtime requests.
6. Approve night shift assignments.
7. Rectify particulars in profiles of establishments and apprentices.
8. Approve stipend reimbursement claims on the portal.
9. Timely raising of grievances & ticketing in Apprenticeship Portal

**C) Monitoring and Evaluation of Apprenticeship Training:**

1. Periodically visits and inspect establishments.
2. Evaluate the training progress of Apprentices.
3. Assess skill development of apprentices.
4. Identify challenges and areas for improvement.
5. Ensure the maximum utilization of available training seats.
6. Monitor the health, safety and welfare of apprentices in establishments.

**D) Verification of Records & Documents:**

1. Verify the establishment register.
2. Verify the contract register.
3. Verify the panel register.
4. Verify the survey register.
5. Verify the reimbursement register.
6. Compile and verify monthly reports.
7. Verify stipend reimbursement of establishments.
8. Verify various other registers/records.
9. Prepare any other reports directed by superior officers.

**E) Mentoring and Support:**

1. Provide mentorship and support to apprentices throughout their apprenticeship journey.
2. Offer guidance on career development, professional behavior and workplace expectations.
3. Serve as a resource person for apprentices seeking advice and assistance.
4. Support establishments in all aspects of apprenticeship training.

**F) Promotion of Apprenticeship Program:**

1. Conduct apprenticeship awareness workshops and seminars for establishments and institutions.
2. Organize Apprenticeship *Mela* events as directed by DGT.
3. Implement NAPS.
4. Implement KSAPS for promoting MSMEs.
5. Manage stipend reimbursement initiatives.

**G) Compliance and Regulation:**

1. Stay updated on relevant apprenticeship laws, regulations and policies.
2. Ensure adherence to legal and regulatory requirements related to the Apprenticeship Act, health and safety standards.

**H) Collaboration and Teamwork:**

1. Collaborate effectively with other staff members of the apprenticeship advisory team and relevant stakeholders to ensure program efficiency.
2. Share insights, contribute to program improvements and foster a positive team culture.

**I) Grievance Redressal:**

1. Address grievances among establishments and of apprentices.
2. Resolve disputes that arise between establishments and trainees.

**J) Administrative Tasks:**

1. Approve casual leave requests for non-Gazeted staff in the office.
2. Exercise administrative control over office staff.
3. Efficiently organize and manage various office sections.
4. Ensure the availability of necessary infrastructure for efficient work.
5. Ensure employee punctuality and attendance.
6. Ensure the proper maintenance of attendance records.
7. Ensure the proper maintenance of movement register.
8. Ensure the proper maintenance and cleanliness of the office.
9. Ensure proper maintenance of personal registers by clerks and timely handling of files.
10. Evaluate and manage pending workloads.
11. Supervise record-keeping related to service matters, accounts, stocks and cash.
12. Address to the queries of inspection and audit parties visiting the RICs.
13. Serve as the reporting officer for confidential reports through the SCORE portal.
14. Perform duties as the State Public Information Officer under RTI Act in RIC.
15. Manage records of items purchased for office use and ensure they are properly entered in the stock register.
16. Maintain office equipments in proper working condition.
17. Enroll newly appointed employees in SPARK after document verification.
18. Manage employees' admission to various schemes.
19. Approve salary increments in SPARK.
20. Ensure timely processing of pensionary benefits.
21. Oversee allocation and transfer of charges between clerical staff.
22. Update and verify service books.
23. Safeguard annual property statements submitted by employees.
24. Verify office stock registers, furniture registers, stationery registers and printed forms registers.
25. Manage the receipt, distribution and safekeeping of stationery /printed forms.
26. Ensure efficient functioning of the e-office system.
27. Distribute tapal receipts appropriately and monitor file pendency status.
28. Convene regular staff meetings to encourage communication, employee feedback and teamwork.

## **K) Financial Tasks:**

1. Calculate and approve stipend reimbursement claims.
2. Disburse stipend reimbursement amounts to establishments via PFMS.
3. Ensure and verify that the establishment pay bills, contingent bills and other relevant bills are prepared in accordance with rules and regulations.
4. Prepare the budget and ensure utilization of the budget allotted to RICs strictly in accordance with rules and regulations.
5. Monitor the reconciliation of the accounts from the treasury and the AG.
6. Ensure the timely disbursement of employee salaries, allowances, wages and honorarium.
7. Ensure the prompt remittance of various recoveries from salaries to respective head of accounts.
8. Issue salary certificates in line with relevant orders.
9. Ensure timely preparation, drawing, and disbursement of various contingent bills such as telephone charges and purchase bills.
10. Verify and approve online challans.
11. Regularly verify cash books, subsidiary registers, bills and other financial records.
12. Verify daily cash balances and stamp accounts.
13. Oversee the collection and remittance of fees related to RTI Act.
14. Sanction GPF temporary advances to employees according to financial powers and rules.
15. Safeguard cheque books and pass books.
16. Ensure the prompt collection and remittance of Income tax, GST, etc., and submission of related returns and registers.
17. Perform other duties specified through various orders or assigned by superior officials.



## **Capacity Development Themes**

- ◆ Apprenticeship Program Management
- ◆ Mentorship and Guidance Skills
- ◆ Effective Communication in Apprenticeship Advising
- ◆ Administrative Excellence and Coordination
- ◆ Problem-Solving Strategies
- ◆ Collaboration and Teamwork
- ◆ Essential Life Skills.



## **Competencies**

- ◆ Attention to Detail: This competency is crucial for verifying records, ensuring compliance and managing financial tasks accurately.

- ◆ Decision Making: The ability to make informed decisions is vital for resolving challenges, addressing grievances and overseeing program improvements.
- ◆ Consultation and Consensus Building: Collaborating effectively with stakeholders and team members is essential.
- ◆ Planning and Coordination: Efficiently managing administrative tasks and monitoring apprenticeship training progress requires effective planning and coordination abilities.
- ◆ Communication Skills: Strong written and verbal communication skills are crucial for addressing queries, conducting workshops and maintaining records.
- ◆ Developing Others: The ability to develop and guide apprentices in their professional development is crucial.

## Key Contacts

- ◆ MLA and MP: Contact for development of RIC and committee constitution.
- ◆ Accountant General's Office: Contact for reconciliation, GPF and pension matters.
- ◆ Industries and Establishments: Partnership for apprenticeship training.
- ◆ Government and Private ITIs: Contact for data collection regarding trainees.
- ◆ District Industries Office: Contact for data collection regarding establishments.
- ◆ District Employment Office: Contact for opportunities for apprenticeships.
- ◆ LSGD: Contact for matters pertaining to Professional Tax and various other matters.
- ◆ District Collectorate: Contact for administrative coordination.
- ◆ National Skill Development Corporation (NSDC) and Regional Directorate of Skill Development & Entrepreneurship (RDSDE): Contact for strategic partnerships.
- ◆ Industrial Clusters: Contact for collaboration and networking.
- ◆ Treasury: Contact for Bill processing and challan remittance.
- ◆ Bank: Contact for financial transaction and bank account related matters.
- ◆ Women and Child Development Department: Contact for matters related with Internal Complaint Committee.

# Junior Apprenticeship Advisor (Technical)

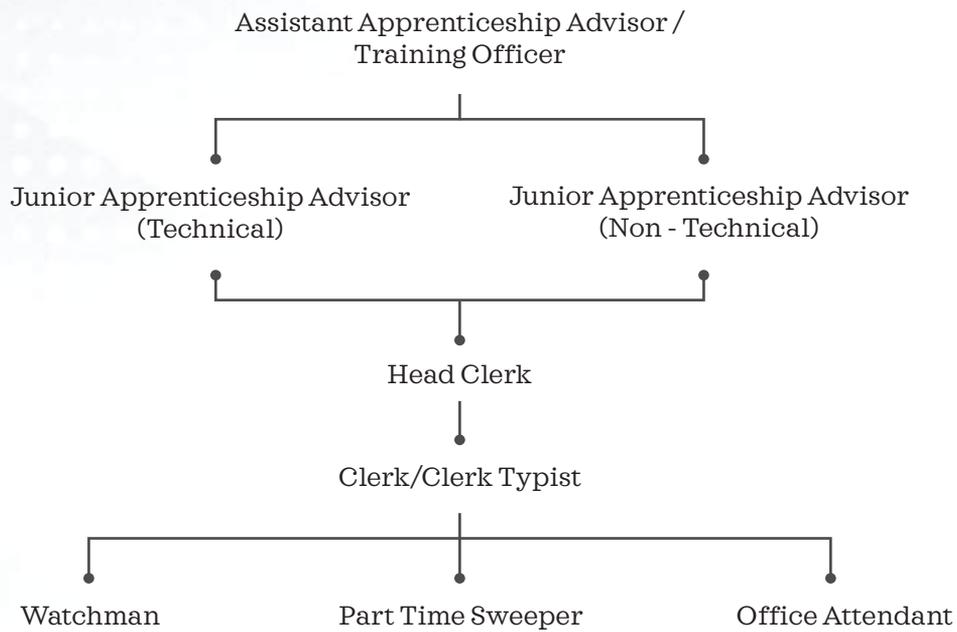


## Job Summary:

Junior Apprenticeship Advisor plays a pivotal role in supporting the implementation and promotion of apprenticeship programs. S/he is responsible for fostering partnerships with establishments, ensuring compliance with regulations and advocating for apprenticeship training. S/he facilitates seamless apprenticeship experiences, mentor future professionals and contribute to the advancement of workforce development initiatives.



## Reporting and Supervisory Relationship





## Job Specifications

### Qualifications:

#### By Promotion:

- ◆ Promotion from feeder category i.e., from the position of Senior Instructor..

#### For Direct Recruitment:

- ◆ Degree in relevant branch of engineering from recognized University or equivalent  
**OR**  
Three-year diploma in the relevant branch of Engineering from recognized board /institute or equivalent  
**OR**  
National Apprenticeship Certificate (NAC)/National Trade Certificate (NTC) in relevant Trade
- ◆ Practical experience in Industry/ Training / Teaching institutes; one year for degree holder, two years for diploma holder, three years for NAC/ NTC.

### Physical and Mental Attributes:

- ◆ S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Partnership Builder: Adept at establishing and nurturing relationships with different establishments and stakeholders.
- ◆ Advocacy: Demonstrates a strong commitment to promote the value and benefits of apprenticeship programs.
- ◆ Mentorship Qualities: Possess the ability to guide and mentor apprentices, fostering their growth and development.
- ◆ Problem Solving: Proficiency in identifying challenges and proposing effective solutions in the context of apprenticeship training.
- ◆ Communication: Exceptional communication skills, both written and verbal, for addressing queries, conducting workshops and facilitating partnerships.

### Skills and Abilities (To be assimilated progressively):

- ◆ Stakeholder Engagement: Capable of effectively engaging with a diverse range of establishments, apprentices and regulatory authorities.
- ◆ Regulatory Knowledge: Familiarity with apprenticeship laws, policies and procedures to ensure compliance and guidance.
- ◆ Interpersonal Skills: The ability to maintain positive relationships with establishments, apprentices and officials.
- ◆ Organizational Skills: Effective in managing records, documents and data related to apprenticeship training.

- ◆ Adaptability: Flexibility to adapt to changing regulations and industry dynamics affecting apprenticeship training..

### **Working Conditions:**

- ◆ Adequate office space with proper ventilation is essential to ensure a conducive and smooth functioning work environment.
- ◆ Computer, Laptop with seamless internet connectivity.
- ◆ Service of vehicle and a driver for travel requirements.

### **Other Requirements:**

- ◆ Awareness of Apprenticeship Act, rules, procedures and Apprentice Training Scheme portal functions.
- ◆ Awareness of the Training Manual, Acts and Schemes related to the Industrial Training Department.



## **Duties and Responsibilities**

### **A) Apprenticeship Training Scheme:**

1. Create, maintain and update database of establishments.
2. Identify / Map opportunities through surveys and resurveys of establishments.
3. Coordinate with establishments to appoint apprentice trainees.
4. Provide guidance on Apprenticeship Act, rules, procedures and Apprentice Training Scheme portal functions to establishments and trainees.
5. Guide establishments in candidate selection for Apprenticeship training.
6. Ensure timely payments of stipends.
7. Respond to queries and provide information to various stakeholders.

### **B) Apprenticeship Onboarding and Portal Management:**

1. Generate apprentice contracts.
2. Guide trainees in registering on the Apprenticeship Training Portal.
3. Provide guidance on portal functions for establishments.

### **C) Monitoring and Evaluation of Apprenticeship Training:**

1. Assist the AAA in conducting inspections at establishments.
2. Monitor the progress of apprenticeship training.
3. Support the AAA in ensuring maximum utilization of training seats.
4. Assess the skill development of apprentices.
5. Identify challenges and areas for improvement.
6. Monitor the health, safety and welfare of apprentices.
7. Maintain positive relations with establishments and officials.

#### **D) Preparation and Maintenance of Records and Documents:**

1. Verify reports prepared by the concerned clerk and submit it to AAA for approval.
2. Prepare monthly progress reports.
3. Submit data for stipend calculations to JAA (NT).
4. Verify panel lists of trainees for various establishments.
5. Register candidates in portal and document his/her details in records of RIC.
6. Oversee training and placement activities of trainees.

#### **E) Mentoring and Support:**

1. Provide mentorship and support to apprentices throughout their apprenticeship journey.
2. Offer guidance on career development, professional behavior and workplace expectations.
3. Act as a resource person for apprentices seeking advice and assistance.
4. Support establishments in all aspects of apprenticeship training.

#### **F) Promotion of Apprenticeship Program:**

1. Assist in conducting apprenticeship awareness workshops/seminars for establishments and institutions.
2. Assist in organizing apprenticeship melas as directed by DGT.
3. Aid in the implementation of NAPS & KSAPS.
4. Assist the stipend reimbursement of establishments
5. Stay updated on relevant apprenticeship laws, regulations and policies.
6. Ensure compliance with legal and regulatory requirements related to apprenticeship and health and safety standards.
7. Collaborate with other members of the apprenticeship advisory team and relevant stakeholders to ensure the program's smooth functioning.
8. Share insights, contribute to program improvements and foster a positive work /team culture.
9. Address grievances arising from establishments and apprentices.
10. Perform other duties specified through various orders or assigned by superior officials.



### **Capacity Development Themes**

- ◆ Apprenticeship Program Management
- ◆ Workforce Development and Training
- ◆ Regulatory Compliance and Apprenticeship Laws
- ◆ Effective Communication and Stakeholder Engagement
- ◆ Mentorship and Coaching Skills
- ◆ Problem Solving
- ◆ Advocacy and Public Speaking

- ◆ Interpersonal Skills and Relationship Building
- ◆ Essential Life Skills.



## Competencies

- ◆ Strategic Thinking: This competency is essential for planning and implementing effective apprenticeship programs, addressing challenges and institutionalizing improvements.
- ◆ Consultation and Consensus Building: Given the need to coordinate with establishments and stakeholders, the ability to consult and build consensus is crucial.
- ◆ Problem Solving: Dealing with challenges, assessing skills development and identifying areas for improvement require strong problem-solving skills.
- ◆ Communication Skills: Effective communication is vital for responding to queries, conducting workshops, and maintaining positive relationships with various stakeholders.
- ◆ Developing Others: The job involves mentoring and guiding apprentices.



## Key Contacts

- ◆ Industries and Establishments: Partnership for apprenticeship training.
- ◆ Government and Private ITIs: Contact for data collection regarding trainees.
- ◆ District Industries Office: Contact for data collection regarding establishments.
- ◆ District Employment Office: Contact for opportunities for apprenticeships.
- ◆ LSGD: Contact for handling of Professional Tax.
- ◆ National Skill Development Corporation (NSDC) and Regional Directorate of Skill Development & Entrepreneurship (RDSDE): Contact for strategic partnerships.
- ◆ Industrial Clusters: Contact for collaboration and networking.
- ◆ Bank: Contact for bank transactions.
- ◆ Women and Child Development Department: Contact for matters related with Internal Complaint Committee (ICC).

# Junior Apprenticeship Advisor (Non - Technical)

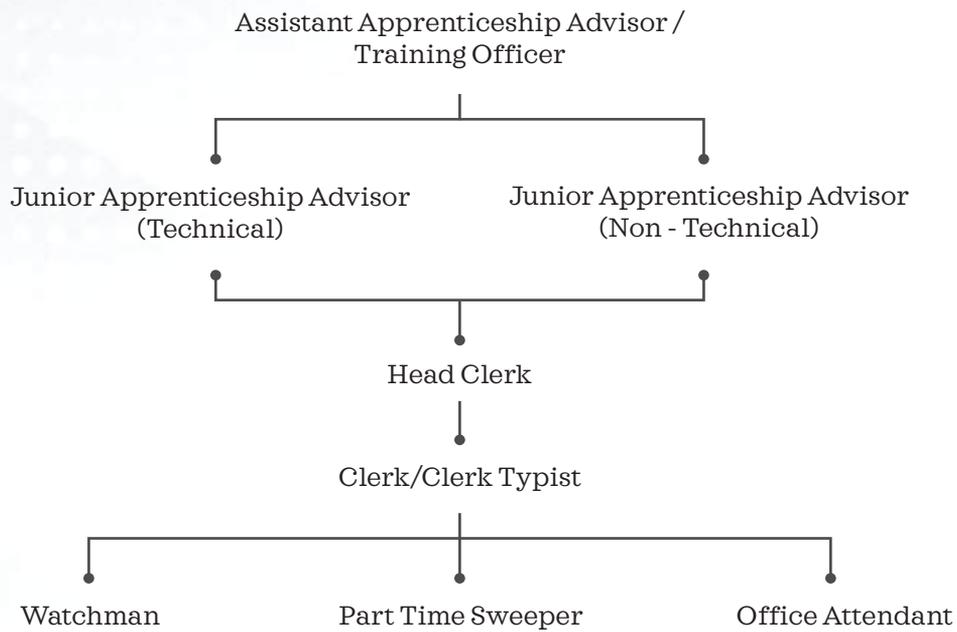


## Job Summary:

The Junior Apprenticeship Advisor (Non-Technical) plays a pivotal role in the effective implementation, monitoring, promotion and evaluation of apprenticeship training within the district. S/he actively supports both establishments and apprentices and also provides essential assistance to the Assistant Apprenticeship Advisor in office administration



## Reporting and Supervisory Relationship



## Job Specifications

### Qualifications:

The Junior Apprenticeship Advisor (NT) is a promoted post from the feeder category i.e., from the position of Head Clerk.

### Physical and Mental Attributes:

S/he should have sound physical and mental health to effectively manage the demands of the job.

### Entry Level Attributes:

- ◆ Analytical Acumen: Proficiency in assessing and evaluating apprenticeship programs, ensuring their effectiveness and making data-driven improvements.
- ◆ Interpersonal Skills: Ability to build and maintain relationships with establishments, institutions and apprentices, fostering a collaborative environment.
- ◆ Regulatory Compliance: Expertise in interpreting and adhering to apprenticeship laws, regulations and procedures.
- ◆ Mentorship: Strong commitment on providing mentorship, support to apprentices and helping them excel in their training.
- ◆ Administrative Proficiency: Adept at office administration, including record-keeping, budget management and efficient document handling.
- ◆ Problem Solving: Skill in identifying and resolving issues related to apprenticeship training and office operations.
- ◆ Communication: Excellent written and verbal communication skills for effectively conveying apprenticeship policies, procedures and progress updates.
- ◆ Information Management: Expertise in managing databases, records and reports; ensuring accurate and accessible information.

### Skills and Abilities (To be assimilated progressively):

- ◆ Financial Management: Skill in budget planning, allocation, competence to ensure efficient resource utilization.
- ◆ Legal Knowledge: Understanding of apprenticeship laws and regulations, enabling proper guidance and compliance.
- ◆ Project Coordination: Capable of coordinating apprenticeship awareness workshops, seminars, and *melas* to promote training opportunities.
- ◆ Documentation: Strong documentation skills to maintain accurate records and reports.
- ◆ Stakeholder Engagement: Skill in engaging with various stakeholders, including government bodies, establishments, institutions and apprentices, to facilitate successful apprenticeship programs.

### Working Conditions:

- ◆ Adequate office space with proper ventilation is essential to ensure a conducive and smooth functioning work environment.

- ◆ Computer with seamless internet connectivity.
- ◆ Service of vehicle and a driver for travel requirements.

### Other Requirements:

- ◆ Awareness of Apprenticeship Act, rules, procedures and Apprentice Training Scheme portal functions.
- ◆ Awareness of Awareness of the Training Manual, various Acts and Schemes related to the Industrial Training Department.



## Duties and Responsibilities

### A) Monitoring and Evaluating Apprenticeship Training:

1. Assist in the creation and updating database of establishments.
2. Aid in the survey and resurvey of establishments to identify opportunities.
3. Coordinate with establishments to appoint apprentices.
4. Provide guidance on the Apprenticeship Act, procedures and Apprenticeship portal functions.
5. Assist establishments in identifying candidates for Apprenticeship training and vice versa.
6. Aid AAA in conducting inspections.
7. Assist AAA in evaluating apprenticeship training progress.
8. Support AAA in ensuring the maximum utilization of allocated seats.
9. Verify reports prepared by the concerned clerk and submit them for approval.
10. Submit relevant data to the JAA (T) for the preparation of monthly reports.
11. Calculate stipend reimbursements and consolidate reports.
12. Offer mentorship and support to apprentices.
13. Serve as a resource for apprentices seeking advice and assistance.
14. Assist AAA in conducting apprenticeship awareness workshops and seminars for establishments and institutions.
15. Assist AAA in conducting Apprenticeship *Melas* as directed by DGT.

### B) Administrative Tasks:

1. Identify and maintain a separate record room for easy file identification and retrieval.
2. Ensure that the clerks (under the supervision) maintain personal registers properly, inspect it as per schedule and address discrepancies, if any.
3. Evaluate pendency, prepare monthly abstracts and detailed arrears lists of each section, following prescribed proformas.
4. Assist the AAA in budget preparation and supervise budget utilization in compliance with existing rules and regulations.
5. Supervise the maintenance of records related to training, service matters, accounts, stocks, cash book, etc.,

6. Provide essential support to the inspection parties and audit parties visiting the RIC and assist the AAA in addressing audit objections.
7. Disseminate audit information to the concerned officials promptly.
8. Provide requested files, records, registers and documents without delay; Respond to enquiry notes.
9. Respond to audit queries in the Audit Report in a time-bound manner.
10. Verify the Audit Objection Register periodically, take prompt corrective actions, and follow up to resolve audit objections.
11. Monitor account reconciliation with the treasury and the AG.
12. Perform the duties of Assistant Public Information Officer in RICs, if designated.
13. Monitor the preparation, drawl and disbursement of various contingent bills (e.g., telephone charges, water charges, purchase bills).
14. Periodically monitor AMC.
15. Keep the office stock record updated with data on all items purchased for administrative use, including electronics and computer accessories.
16. Ensure the enrollment of newly appointed employees in SPARK after verifying the documents.
17. Ensure the admission of newly appointed employees in GPF, GIS, SLI, NPS, GPAIS, MEDISEP, etc.,
18. Process the sanctioning of increments of employees, in SPARK, when due.
19. Ensure the time-bound processing of pensionary benefits of employees.
20. Conduct regular verification of the Cash book, subsidiary registers, bills and other records.
21. Periodically verify the stamp account.
22. Monitor the collection and remittance of fees related to RTI.
23. Ensure timely provision of replies/reports on appeal petitions.
24. Ensure the timely delivery of services in accordance with the RTS Act.
25. Issue acknowledgments for applications, complaints, etc.,
26. Periodically update and maintain employees' service books, verify the e-service book properly.
27. Collect and submit the annual property statements submitted by employees to the AAA.
28. Periodically verify the stationery register and printed forms register, etc.
29. Monitor the collection and remittance of Income Tax / GST and ensure the submission of periodical returns and updating of related registers.
30. Monitor and ensure the correct functioning of the e-office system in all sections, distribute receipts properly and label them appropriately. Review the status of pending files in each section frequently.
31. Monitor the movement of files and ensure the timely disposal of files.

32. Monitor the distribution of previous NACs.
33. Ensure the receipt, distribution and utilization of stationery and printed forms.
34. Verify files submitted from sections, provide opinions, clarify and address queries from superior officers, citing relevant statutes/guidelines etc.,
35. Ensure timely submission of reports requested by higher authorities.
36. Monitor and ensure the expeditious and flawless completion of updates, approvals and verifications of reports through statutory web portals and software.
37. Ensure that applicable registers, records and files are maintained within the concerned sections.
38. Supervise the transfer of charges between clerical staff, ensuring adherence to office orders; Ensure the updating of documents and registers before handing over charge.
39. Ensure employees receive their entitlements timely.
40. Provide support and guidance to employees as needed.
41. Monitor the quality of services delivered, take corrective and preventive actions as and when required.
42. Perform other duties specified through various orders or assigned by superior officials..



## Capacity Development Themes

- ◆ Apprenticeship Program Management
- ◆ Mentorship and Coaching Skills
- ◆ Administrative Excellence
- ◆ Negotiation and Relationship Building
- ◆ Legal Compliance in Apprenticeships
- ◆ Communication and Stakeholder Engagement
- ◆ Financial Management for Apprenticeship
- ◆ Project Coordination
- ◆ Essential Life Skills



## Competencies

- ◆ Strategic Thinking: This is essential for planning and executing apprenticeship programs effectively, aligning them with broader organizational goals.
- ◆ Organizational Awareness: Understanding the organization's structure, processes and culture is crucial for navigating administrative tasks and ensuring compliance.
- ◆ Decision Making: The ability to make informed decisions regarding apprenticeship program improvements, resource allocation and regulatory compliance are essential.
- ◆ Communication Skills: Effective communication is vital for conveying apprenticeship policies, procedures and progress updates to various stakeholders, including establishments, institutions and apprentices.

- ◆ Team Work: Collaborating with colleagues, establishments and institutions to promote successful apprenticeship programs requires strong teamwork skills.

## Key Contacts

- ◆ Industries and Establishments: Partnership for apprenticeship training.
- ◆ Government and Private ITIs: Contact for data collection regarding trainees.
- ◆ District Industries Office: Contact for data collection regarding establishments.
- ◆ District Employment Office: Contact for opportunities for apprenticeships.
- ◆ LSGD: Contact for matters pertaining to Professional Tax.
- ◆ National Skill Development Corporation (NSDC) and Regional Directorate of Skill Development & Entrepreneurship (RDSDE): Contact for strategic partnerships.
- ◆ Industrial Clusters: Contact for collaborations and networking.
- ◆ Bank: Contact for bank related matters.
- ◆ Women and Child Development Department: Contact for matters regarding Internal Complaints Committees.

“

My creed is that public service must be more than doing a job efficiently and honestly. It must be a complete dedication to the people and to the nation with full recognition that every human being is entitled to courtesy and consideration, that constructive criticism is not only to be expected but sought, that smears are not only to be expected but fought, that honor is to be earned, not bought.

- Margaret Chase Smith

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# Chapter 5



## Way Forward

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The development of Comprehensive Job Charts for cutting-edge personnel of the Industrial Training Department marks a significant stride towards achieving good governance. This initiative assumes significance not only for demystifying the roles and responsibilities of public functionaries but also for addressing critical issues in public service delivery and human resource management. By enhancing shared understanding of tasks, responsibilities and obligations, this initiative seeks to build greater trust in public authorities and promotes an active and informed citizenry.

The Comprehensive Job Charts provides a blueprint for excellence and efficiency in public service. It is not merely a guide for the employees; it is a commitment towards transparency, responsiveness and professional service to the citizens. By ensuring that the stakeholders understand their roles, obligations and entitlements, this initiative helps in the optimal utilization of resources and efficient public service delivery.

The manner in which this initiative impacts various facets of governance are listed below:

				
Dimension	Public	Employees	Supervisors	Department/ Government
<b>Accountability</b>	Provides transparency and insights into governmental operations	Provides clear articulation of duties and responsibilities	Facilitates tracking of employee performance	Promotes consistent and transparent decision-making.
<b>Clarity</b>	Clarifies duties of public functionaries and expectations	Reduces role ambiguity, leading to focused work	Provides direction and guidance for team members	Improves the alignment of departmental goals with individual roles
<b>Efficiency</b>	Reduces confusion and delays in accessing services	Optimizes workflow and aids task prioritization	Improves task allocation and completion	Optimizes operational effectiveness and productivity
<b>Effectiveness</b>	Ensures that services are delivered promptly and achieved desired outcomes	Facilitates goal attainment and performance monitoring	Professionalize decision-making and resource allocation	Enhances departmental effectiveness and impact
<b>Communication</b>	Enables informed interactions with government agencies	Enhances communication within and across departments	Facilitates feedback and dialogue with employees	Fosters collaboration and coordination with stakeholders

				
Dimension	Public	Employees	Supervisors	Department/ Government
<b>Professionalism</b>	Enhances trust and predictability of services	Demonstrates commitment to professionalism	Sets a standard for professionalism in the workplace	Imbibes a culture of professionalism and excellence
<b>Training &amp; Development</b>	Identifies skill gaps and suggest training needs of employees	Guides professional development and career advancement	Supports tailored training initiatives	Promotes continuous professional development
<b>Performance Evaluation</b>	Allows citizens to evaluate performance of officials	Provides a basis for performance appraisal	Enables objective assessment of employee performance	Supports merit-based recognition and incentivisation
<b>Public Satisfaction</b>	Ensures consistency and quality in service delivery	Enhances responsiveness and customer service	Aids in addressing public grievances and queries	Increases public trust and satisfaction with government services
<b>Resource Optimization</b>	Audit wastage and inefficiencies in resource allocation	Ensures optimal utilization of resources	Helps in identifying resource gaps and redundancies	Improves cost-effectiveness and helps budget management
<b>Adaptability</b>	Reflect changing needs and demands of the public	Provides for customizing in response to evolving circumstances	Facilitates agility in task assignment and execution	Drives organizational flexibility and resilience

In the way ahead, the Comprehensive Job Charts could be utilized as a dynamic tool to reflect changing priorities, regulations and organizational requirements. Purposive capacity building initiatives will embed a

culture of responsibility and excellence within the department. In essence, this compendium serves as a purposive and powerful tool for facilitating change, improvement and innovation in the pursuit of Good Governance.

# Chapter 5



## Annexures

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# Annexure A

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## Operational Bottlenecks Impacting Service Delivery

### 1. Marketing and Product Development

**Centralized Market Initiative:** The department could consider establishing a centralized system to effectively market products of various Production Centres. Efforts may be made to facilitate procurement of items produced at Related Instruction Centres, directly by government agencies without observing cumbersome tender procedure.

The following strategies may be kindly considered by department for marketing of products produced at production centers:

- ◆ Product Differentiation: Unique features and product attributes.
- ◆ Market Research: Understand consumer preferences and trends.
- ◆ Cost Optimization: Streamline production processes to reduce costs.
- ◆ Value-Added Services: Offer customization and additional services.
- ◆ Branding and Marketing: Develop brand identity for promotion.
- ◆ Collaborations and Partnerships: Partner and network with local businesses.

- ◆ Sustainability Focus: Emphasize environmentally friendly production.
- ◆ Consumer behaviour: Gather customer preferences for product development.
- ◆ Local Market Penetration: Focus on competitive pricing and localised delivery.

### 2. Admissions and Enrollment

**Streamlined Admission Process:** The department may commence the trainee admission process immediately after the release of higher secondary results to attract talented and interested students thus reducing the likelihood of them opting other courses.

### 3. Apprenticeship and Placement

**Emphasis on Apprenticeship:** Awareness programmes may be conducted for instructors on the importance of apprenticeships, enabling them to convey its benefits to trainees, rather than focusing predominantly on placements.

**Rebranding of Related Instruction Centres:** The department may consider renaming Related Instruction Centres as Talent Incubation Centres (TIS) to reflect their role in apprenticeship training.

### 4. Transportation and Logistics

**Provision of Transportation:** Facility for availing a vehicle at RIC to support visits to various establishments for apprenticeship-related activities may be ensured.

## 5. Human Resource Development

**Counselling Skills for Instructors:** Instructors may be provided training in counseling skills to enhance their ability to support trainees effectively.

**Assistant Hostel Superintendent/Warden:** The department may consider the appointment of an Assistant Hostel Superintendent or Warden in all Industrial Training Institute (ITI) hostels for proper management of hostel and resident care.

## 6. Library and Learning Resources

**Enhanced Library Usage:** Efforts may be made to encourage trainees to make optimal use of library facilities, which are currently underutilized. A dedicated librarian shall be posted in the major ITIs for efficient utilization of library resources.

## 7. Technology and Systems Improvement:

**Unified Digital Portal:** Development of an unique portal may be considered which could automatically generate outcomes from the entered data thereby simplifying processes for NSQF and ISO compliance.

## 8. Infrastructure and Course Modernization

**Modernization of AVTS:** The department may update and modernize AVTS by introducing market relevant, advanced courses and upgrading machinery to complement efforts.

# Annexure B

## List of Departmental Task Force Members

Sl. No.	Name	Designation
1.	Smt. Sujatha J.	Additional Director & Special Officer, SUIIT (Rtd.)
2.	Shri. Samraj M. F.	Inspector of Training & Departmental Nodal Officer
3.	Shri. Shyn Kumar G.	Deputy Director of Training
4.	Shri. Santhosh Kumar N.	Inspector of Training
5.	Dr. S.R. Sajeev	Principal (Rtd.)
6.	Shri. Dileepan B. S.	Principal
7.	Shri. Vikas S.	Principal
8.	Shri. Santhosh Kumar K.	Principal
9.	Shri. Anup V. K.	Principal
10.	Shri. Jayakrishnan R.	Principal
11.	Shri. Suresh Kumar R.	Principal
12.	Shri. Sabu Joseph	Principal
13.	Shri. Vinod Kumar R.	Trade Test Officer
14.	Shri. Santhosh Kumar T.B.	Vice Principal
15.	Shri. Hari D. V.	Vice Principal
16.	Shri. Sugesh K.	Vice Principal
17.	Smt. Sudha P.K.	Training Officer (Rtd.)
18.	Shri. Reji S.	Administrative Assistant
19.	Smt. Rajarajeswari A. R.	Senior Superintendent
20.	Shri. Francis P.C.	Senior Superintendent
21.	Shri. Sunil Kumar C. S.	Senior Superintendent
22.	Shri. Sunil Kumar K. V.	Senior Superintendent
23.	Smt. Hazeena Sain A.	Group Instructor
24.	Shri. Saji C. G.	Group Instructor
25.	Shri. Vipin V. P.	Group Instructor
26.	Shri. Ajith Xavier Varghese	Senior Instructor
27.	Shri. Sajeev A. K.	Junior Superintendent
28.	Smt. Shaini B.	Junior Superintendent
29.	Shri. Shihabudheen P. A.	Junior Superintendent
30.	Shri. Dipu M. P.	Junior Superintendent
31.	Smt. Chithralekha	Junior Apprenticeship Advisor
32.	Shri. Manoj Mathew	Junior Apprenticeship Advisor
33.	Shri. Rajesh V. Scaria	Junior Apprenticeship Advisor
34.	Shri. Aneesh K. G.	Junior Instructor
35.	Shri. Nazeer A.	Head Clerk
36.	Shri. Sijin K. N.	Clerk
37.	Shri. Chandra Mohan R.	Clerk
38.	Shri. Prasanth S. R.	L. D. Store Keeper

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- ◆ G.O (P) No.3/2013/SPD, dated 21/06/2013
- ◆ G.O(P) No. 34/2010/P&ARD, dated 12/10/2010
- ◆ G.O(P) No. 6/2013/P&ARD, dated 09/01/2013
- ◆ G.O(P) No.12/1999/P&ARD, dated 24/05/1999
- ◆ G.O(P) No.169/2019/Fin, dated 13/12/2019

- ◆ G.O.(Ms) No. 290/2020/LBR dated 20/05/2020
- ◆ G.O.(Ms) No. 550/2014/Fin dated 15/12/2014
- ◆ G.O.(Ms) No. 60/2020/LBR dated 31/12/2020
- ◆ G.O.(Ms) No. 74/2017/LBR dated 19/01/2017
- ◆ G.O.(Ms) No.22/2020/Fin dated 23/03/2020
- ◆ G.O.(P) No.197/2015/H&FWD dated 10/09/2015
- ◆ G.O.(P) No.27/2021/Fin dated 10/02/2021
- ◆ G.O.(P)No.19/2023/P&ARD dated 20-12-2023 (SRO No.1387/2023)
- ◆ G.O.(P) No.706/2012/Fin dated 26/12/2012





## Institute of Management in Government

Institute of Management in Government (IMG) is the Administrative Training Institute of the Government of Kerala. It was established as an autonomous institution under the auspices of the Government of Kerala in 1981 with the objective of developing managerial skills, organisational abilities, leadership qualities and decision making skills among different categories of employees of Government, Private and Public sector. IMG, headquartered at Trivandrum, has two regional centres at Kochi and Kozhikode.

The Mission Statement of IMG “To become a Centre of Excellence for Capacity Building for providing an efficient, transparent, equitable and citizen centric public service delivery system in a knowledge society” proclaims that the decision-makers envisioned IMG as an organisation not merely catering to the training needs of administrative staff or civil servants, but also to make it a premier Institution that carries out research, evolve ideas and concepts which are appropriate to the nation and for the state. This also includes formulation of policy alternatives in support of the State’s economic and social aspects.

## **DARPG supported project on Comprehensive Job Charts for Cutting-Edge Personnel**

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The project on the Comprehensive Job Charts for Cutting Edge Level Personnel was supported under the State Collaboration Initiative (SCI) Scheme of the DARPG. The objective of the State Collaboration Initiative is to promote and improve public service delivery through a programmatic approach.

The cardinal objective of the project is to develop Comprehensive Job Charts for various frontline officials of the Industrial Training Department.

### **Executive Team**

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**Dr. Ram Mohan R.**  
(Professor & Nodal Officer)



**Aswin T.K.**  
(Project Associate)



**Sheeja Beevi H.**  
(Project Assistant)



Printed and Published on behalf of IMG by:

**Dr. Ram Mohan R.**

Professor & Nodal Officer, CJC Project

Institute of Management in Government

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