

STATE PROJECT DIRECTOR -CUM- DIRECTOR SCHOOL EDUCATION
Samagra Shiksha, Chandigarh
3rd Floor, Additional Deluxe Building, Sector-9-D

Ref. No: Voc/Edu/SS/2024/ 1172-78

Dated... 24/06/24

To

The Principals

GMSSS Sectors 23, 47, 45, 27, 40, 8, 20B, 37D, 22, 33, 19, 37B, 18, 32, 28, 46, 44, 10, 21, 35, 15, 16, 20D, 26 TM, 38 West, 39, 23 NYC, 36 D, 41 A, 49, 56, GMSSS-Maloya, GSSS-Raipur Khurd, GSSS-K/Lahora, Khuda Alisher, Maulijagan, Sarangpur, Dhanas, Kaimbala, karsan, MMT, MMC, Behlana, G.M.S.S.S. Raipur Kalan, G.H.S Hallomajra, G.H.S Daria, G.M.H.S. Dhanas-II.
UT Chandigarh,

Subject - Engagement of Part Time Skill Trainers for teaching of Vocational subjects for 47 Existing Government Schools for the Session 2024-25.

Please refer to this office letter No. voc/Edu/SS/ 2024/SPL-01 dated 01/05/2024 regarding the Existing 47 Government Schools where Vocational Skill Courses are already running, The school / Cluster Heads are advised to start the process of engaging Part Time(hourly basis) Skill Trainers for the current session I.E 2024-25 as per the guidelines given below where the Vocational /Skill courses are already running @ Rs. 333.33/- per hour for maximum 60 hours in a month, i.e Rs. 20,000/- per month (maximum).

Part Time Skill trainers are to be engaged as per terms and conditions approved by MoE i.e. w.e.f. first week of July 2024 to March 2025 for the current session.

- The qualification of the skill trainer as per the latest CBSE Norms.(Copy attached).
- Work and conduct of Vocational skill trainers will be approved by a committee formed at school level comprising of Cluster Head, Head of School, SMC Members, One Head Office nominees i.e. Dy. SPD & her/his nominee.
- The work and conduct report in respect of the Part Time (hourly basis) vocational trainer should be rated "V. Good" and above, (Performa attached) for re-engagement.
- A copy of the report of the work and conduct to be kept on records which may be made available for verification, if and when required.

Further, it is inform you that 40 additional Skill trainers on Part Time hourly basis have been approved in the PAB 2024-25 in the following Schools due to higher strength of students in the given courses in the Existing Government Schools where Vocational courses are already being taught:

Name of Schools and Courses for 40 Additional Skill Trainers

Sr. No.	Cluster No.	Name of courses	Sub-QP Code	Name of School
1	1	INFORMATION TECHNOLOGY	402	GMSSS 18 C
2	1	INFORMATION TECHNOLOGY	402	GMSSS 8B, Chandigarh
3	2	INFORMATION TECHNOLOGY	402	GMSSS SEC 10 A
	2	FOOD PRODUCTION	409	GMSSS SEC 10 A
4	2	INFORMATION TECHNOLOGY	402	GMSSS KHUDA ALI SHER
5	4	INFORMATION TECHNOLOGY	402	GMSSS 16D
	4	BEAUTY & WELLNESS	407	GMSSS 16D
6	5	INFORMATION TECHNOLOGY	402	GMSSS-26TM
	5	BEAUTY & WELLNESS	407	GMSSS-26TM



7	6	INFORMATION TECHNOLOGY	402	GMSSS 28 D
	6	RETAIL MANAGEMENT	401	GMSSS 28 D
8	7	AUTOMOTIVE	404	GMSSS 33D
	7	INFORMATION TECHNOLOGY	402	GMSSS 33D
9	7	RETAIL MANAGEMENT	401	GMSSS-20D
10	7	INFORMATION TECHNOLOGY	402	GMSSS Sector-21/A,
11	8	FOOD PRODUCTION	409	GMSSS 35D
12	9	INFORMATION TECHNOLOGY	402	GMSSS-37D.CHD
13	9	INFORMATION TECHNOLOGY	402	GMSSS 37 B
14	11	INFORMATION TECHNOLOGY	402	GMSSS-56
	11	RETAIL MANAGEMENT	401	GMSSS-56
15	11	INFORMATION TECHNOLOGY	402	GMSSS-39
	11	RETAIL MANAGEMENT	401	GMSSS-39
16	11	INFORMATION TECHNOLOGY	402	GMSSS-40
	11	RETAIL MANAGEMENT	401	GMSSS-40
17	12	APPAREL	414	GMSSS 44
	12	BEAUTY & WELLNESS	407	GMSSS 44
18	14	RETAIL MANAGEMENT	401	GMSSS-46
	14	INFORMATION TECHNOLOGY	402	GMSSS-46
19	16	INFORMATION TECHNOLOGY	402	GMSSS DHANAS
20	16	FOOD PRODUCTION	409	GMHS RC II DHANAS
	16	APPAREL	414	GMHS RC II DHANAS
21	17	INFORMATION TECHNOLOGY	402	GMSSS Raipur Khurd
22	17	INFORMATION TECHNOLOGY	402	GHS HALLOMAJRA
	17	AUTOMOTIVE	404	GHS HALLOMAJRA
23	19	INFORMATION TECHNOLOGY	402	GMSSS MHC MANIMAJRA
	19	RETAIL MANAGEMENT	401	GMSSS MHC MANIMAJRA
24	20	INFORMATION TECHNOLOGY	402	GSSS Mauli Jagran
	20	FOOD PRODUCTION	409	GSSS Mauli Jagran
25	20	APPAREL	414	GMSSS RAIPUR KALAN
	20	FOOD PRODUCTION	409	GMSSS RAIPUR KALAN

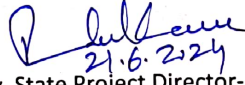
Guidelines for engaging 40 additional Part Time hourly basis Skill Trainers.

- Advertisement display on School Web site and on notice board for engaging Part Time Vocational / Skill Trainers. (performa attached)
- Each school will be provided one Part Time Vocational / Skill Trainer for each skill course
- The selection will be made by a committee formed at school level, comprising of Cluster Head/ (Chairperson) SMC members, subjects experts of the relevant field /subject, One Head Office

nominees i.e. Dy. SPD & her/his nominee will be present for ensuring that the hiring is transparent & on merit.

- The selection will be purely on the basis of merit.
- The candidates must possess qualification as prescribed by CBSE at the time of interview/ selection (copy attached).
- The engagement of Part Time (hourly basis) Vocational/ Skill Trainers shall be valid for the current session only.
- Part Time Vocational /Skill trainers are to be engaged at honorarium @ Rs 333.33/- per hour for maximum 60 hours (maximum Rs 20000/- per month).
- They may enrol at least 40 students of class IX for the Vocational/skill Course.
- The syllabus as given by CBSE has to be followed.
- Assessment facilitation at the end of each academic year.
- One Industrial visit for each skill course will be arranged in every quarter.
- Follow the condition of service of the Department of Education UT. Chandigarh regarding age of retirement.
- Criteria for engagement of Skill Trainers for the class 9th and 10th
 - Interaction – 10 Marks.
 - Professional Qualification – 25 Marks
 - Experience in the relevant field minimum 2 years. (1 mark for a complete one year, maximum 10 years) - Total 10 marks.
 - Graduation – 5 Marks

you are advised to display notification of the vacancy of 40 additional Part Time (hourly basis) Skill Trainers on the school Notice Board as well as on the website of the school as per performa attached well in advance and prominently so that the best talent is attracted. The Chairperson of the selection committee along with the members of the committee will be accountable for any deviation from the qualification or other norms.



21.6.2024
Dy. State Project Director-cum-DDSE
for State Project Director-cum-DSE
UT Chandigarh.

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Dated:

Endst. No. Even

A copy is forwarded to the following:

- PA to SPD-cum-DSE- UT, Chandigarh
- District Education Officer - UT, Chandigarh
- AC F&A , Samagra Shiksha
- Supdt. , Samagra Shiksha
- Concerned Principals
- Concerned CRCCs


Dy. State Project Director-cum-DDSE
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