



## **DETAILED ADVERTISEMENT**

(Advt. No.-WSC/24/HR/2021-22/882 DATED-24/02/2022)



### **RECRUITMENT FOR 67 POSTS AT WORLD SKILL CENTER (WSC) BHUBANESWAR, ODISHA**

*(WSC is an Advanced Skill Training Institute and a Section 8  
Company under the Skill Development and Technical Education Dept., Govt. of Odisha)*

Ref: WSC/24/HR/2021-22/415, Dt- 21/12/2021, RECRUITMENT ADVERTISEMENT by World  
Skill Center, Bhubaneswar

Please visit: [www.worldskillcenter.org](http://www.worldskillcenter.org)

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RECRUITMENT FOR 67 CONTRACTUAL  
VACANCIES FOR WORLD SKILL CENTER (WSC), BHUBANESWAR, ODISHA

*(WSC is an Advanced Skill Training Institute and Section 8  
Company under the Odisha Skill Development Authority, Govt. of Odisha)*  
(Please visit: [www.worldskillcenter.org](http://www.worldskillcenter.org))



**1. TERMS AND CONDITIONS OF ENGAGEMENT IN THE 67 POSTS:**

The following terms and conditions are applicable to the **67** posts mentioned in this advertisement. The terms and conditions are sacrosanct. The applicant must go through the following terms and conditions of engagement before applying for the different posts.

**Terms and Conditions**

- a) Engagements shall be renewed annually with a break in service of at least one day.
- b) Renewal of service of all positions shall be subject to the satisfactory performance and outcome of the employees as evaluated by **WSC** annually.
- c) The recruitee shall furnish an undertaking in shape of affidavit to the effect that he/she shall not claim any service benefit pursuant to the above engagements
- d) All the matters related to HR Policies, HR hiring modalities, Employee on boarding and Exit process, Operational processes, Compensation benefits and statutory provisions, Performance management, learning and development or any other matter related to the service/service conditions will be as per the provisions of the HR Manual of World Skill Center, Bhubaneswar.
- e) The posts are purely contractual in nature.

## 2. PROJECT BACKGROUND

### The Opportunity

India is on the fast-track path to become a global manufacturing hub, with several popular, multinational brands, setting up manufacturing facilities in India. Complementing this growth is the steadily increasing percentage of youth in its large workforce. India is striving to achieve its full manufacturing potential, through sector specific incentives and policy support and is poised to become one of the largest hi-tech manufacturing countries in the world.

To meet this burgeoning need and to live up to this potential, India needs to produce skilled resources, not merely in numbers, but in terms of quality of technical know-how and industry readiness, as well.

To meet this need Government of Odisha, through the **Odisha Skill Development Authority (OSDA)** has established **The World Skill Center (WSC)** at Bhubaneswar, an 18-storey, state-of-the-art, advanced skill training institute, that seeks to ensure the workforce readiness of youngsters in key sectors, including manufacturing and services.

Financially assisted by the **Asian Development Bank** and technically supported by **ITE Education Services (ITEES)**, Singapore, the world's leading **Technical and Vocational Education & Training (TVET)** consultancy, **WSC** shall be Odisha's apex skilling institution, with an objective to work in hub and spoke model with **WSC** as the hub and ITIs and Polytechnics as the spokes. **WSC** is designed to produce top-notch graduates who are technically competent, versatile, innovative, adaptable and highly sought after, by industry. **WSC**, shall in fact serve as a finishing school for graduates of ITIs and Polytechnics, including Class 12 school leavers.



## WSC – An Overview

**WSC**, the premier Advanced **Skills Training Centre**, aspires to become a model **TVET** institution, providing innovative solutions to existing **TVET** institutions, in transforming the skills sector in India. It shall offer an authentic learning environment, with technologically advanced training equipment and facilities, housed in an aesthetically appealing physical infrastructure, befitting a model institution.

**WSC** currently has four divisions: **School of Engineering, School of Services, Academy** and **Administration**. The details of the courses offered at **WSC** are available in the **WSC website** i.e [www.worldskillcenter.org](http://www.worldskillcenter.org)

The training curriculum is benchmarked to industry requirements and provides holistic development of students, covering both technical and life skills, apart from sustainability and futuristic skills.

The Management and Training teams shall comprise dedicated experts who are pedagogically and technically competent and possess relevant industry experience. **WSC** is recruiting outstanding professionals, with excellent technical and academic experience and a passion for training, to join their faculty and support team.

Online applications are now being invited for 67 vacancies, including Deputy Directors, Specialists, Managers, Course Managers, Trainers, Officers, Technicians, Support Staff and Personal Assistant.

**Details of vacant positions, the number of posts, qualification, experience, age, and remuneration are given in the table below:**



**3. Vacancy Details [Table 1]:**

<b>Essential Qualification, experience, upper age limit and monthly remuneration- Table 1</b>								
<b>Sl.No</b>	<b>Position Category</b>	<b>School/ Division</b>	<b>Trade</b>	<b>No of Posts</b>	<b>Essential Qualification</b>	<b>Essential Experience</b>	<b>Max. Age Limit</b>	<b>Monthly Remuneration (Rs.)</b>
1	Deputy Director	School of Services	Services	1	Applicant must have a PG Degree/PG Diploma in Management or Hospitality or Other Equivalent discipline	Minimum 10 years of relevant work experience in technical and vocational education, providing training and/or consultancy services to training institutions, Government Departments, or organizations; or any industry	50	₹ 1,08,000
2	Course Manager	School of Services	Hair Fashion Design	1	02 Year Diploma in Beauty Culture, or equivalent.	Minimum 05 years of relevant industry experience or work experience in technical and vocational education in Hair Fashion/ Salon Procedures and/ or equivalent is essential	40	₹ 94,500
3	Course Manager	School of Services	Beauty & Wellness	1	02 Year Diploma in Beauty Culture, or equivalent.	Minimum 05 years of relevant industry experience or work experience in technical and vocational education in Hair Fashion/ Salon Procedures and/ or equivalent is essential	40	₹ 94,500
4	Manager	Administration	Industry Support	1	Applicants must be graduates in any discipline from a reputed university;	Minimum five years of managerial experience in business development, corporate partnerships or industry collaboration for a training/ educational institution. /Industry	40	₹ 87,500

5	Manager	Administration	Student Support	1	PG Degree/ Diploma in Management, Business Administration, HR	Minimum five years of <b>non- academic/administrative/HR</b> experience with educational/ training institutions;	40	₹ 87,500
6	Manager	Administration	Corporate Support	1	Bachelor's degree in any discipline from a reputed University	Minimum five years of managerial experience in HR, Marketing & Sales or other administrative function, in a industry /training/ educational institution	40	₹ 87,500
7	Manager	Academy	Staff Development	1	PG Degree/ Diploma in Management, Business Administration, HR	Minimum five years of experience in Learning and Training Development and/or Instructional Design, in a training/ educational institution or HR experience in industry	40	₹ 87,500
8	Manager	Academy	Curriculum and Assessment Development	1	Applicant must be a Graduate in any discipline	Minimum five years of experience in Curriculum and/or Instructional Design with a training/ educational institution.	40	₹ 87,500
9	Manager	Academy	Life and Employability Skill	1	MBA/ MSW (Masters in Social Work)	Minimum five years of work experience in in a training/ educational institution/industry	40	₹ 87,500
10	Trainer	School of Services	Hair Fashion Design	8	2yr Diploma in Beauty Culture, or equivalent.	Minimum three years of Teaching/ Training Experience, in Beauty, Wellness and Spa Management and/or equivalent OR Minimum three years of industrial experience in the related fields	38	₹ 70,000
11	Trainer	School of Services	Beauty & Wellness	8	2yr Diploma in Beauty Culture, or equivalent.	Minimum three years of Teaching/ Training Experience, in Beauty, Wellness and Spa Management and/or equivalent OR Minimum three years of industrial experience in the related fields	38	₹ 70,000

12	Technician	School of Engineering	Mechanical & Electrical Services	2	Applicants must have passed 03-year Diploma /02-year ITI in engineering trade	Minimum three years of experience in supporting industrial projects in the relevant engineering discipline	38	₹ 35,000
13	Technician	School of Engineering	Air-conditioning & Refrigeration	2	Applicants must have passed 03-year Diploma /02-year ITI in engineering trade	Minimum three years of experience in supporting industrial projects in the relevant engineering discipline	38	₹ 35,000
14	Technician	School of Engineering	Vertical Transportation	2	Applicants must have passed 03-year Diploma /02-year ITI in engineering trade	Minimum three years of experience in supporting industrial projects in the relevant engineering discipline	38	₹ 35,000
15	Technician	School of Engineering	Mechatronics	2	Applicants must have passed 03-year Diploma /02-year ITI in engineering trade	Minimum three years of experience in supporting industrial projects in the relevant engineering discipline	38	₹ 35,000
16	Technician	School of Engineering	Precision Engineering	2	Applicants must have passed 03-year Diploma /02-year ITI in engineering trade	Minimum three years of experience in supporting industrial projects in the relevant engineering discipline	38	₹ 35,000
17	Technician	School of Engineering	Electrical Technology	2	Applicants must have passed 03-year Diploma /02-year ITI in engineering trade	Minimum three years of experience in supporting industrial projects in the relevant engineering discipline	38	₹ 35,000



18	Technician	School of Services	Beauty & Wellness	1	Diploma in Beauty Culture/ITI in Basic cosmetology, or equivalent.	Minimum three years of experience in educational/training institution/industry	38	₹ 35,000
19	Technician	School of Services	Hair Fashion & Design	1	Diploma in Beauty Culture/ITI in Basic cosmetology, or equivalent.	Minimum three years of experience in educational/training institution/industry	38	₹ 35,000
20	Support Staff	School of Engineering	Mechanical & Electrical Services	1	Applicants must have passed ITI/+2 or equivalent	Two years of experience in supporting engineering, administration, housekeeping and/or service functions in technical/ educational institution/industry	38	₹ 17,500
21	Support Staff	School of Engineering	Air-conditioning & Refrigeration	1	Applicants must have passed ITI/+2 or equivalent	Two years of experience in supporting engineering, administration, housekeeping and/or service functions in technical/ educational institution/industry	38	₹ 17,500
22	Support Staff	School of Engineering	Vertical Transportation	1	Applicants must have passed ITI/+2 or equivalent	Two years of experience in supporting engineering, administration, housekeeping and/or service functions in technical/ educational institution/industry	38	₹ 17,500
23	Support Staff	School of Engineering	Mechatronics	1	Applicants must have passed ITI/+2 or equivalent	Two years of experience in supporting engineering, administration, housekeeping and/or service functions in technical/ educational institution/industry	38	₹ 17,500
24	Support Staff	School of Engineering	Precision Engineering	1	Applicants must have passed ITI/+2 or equivalent	Two years of experience in supporting engineering, administration, housekeeping and/or service functions in technical/ educational institution/industry	38	₹ 17,500

25	Support Staff	School of Engineering	Electrical Technology	1	Applicants must have passed ITI/+2 or equivalent	Two years of experience in supporting engineering, administration, housekeeping and/or service functions in technical/ educational institution/industry	38	₹ 17,500
26	Support Staff	School of Services	Beauty & Wellness	1	Applicants must have passed ITI/+2 or equivalent	Two years of experience in supporting engineering, administration, housekeeping and/or service functions in technical/ educational institution/industry	38	₹ 17,500
27	Support Staff	School of Services	Hair Fashion & Design	1	Applicants must have passed ITI/+2 or equivalent	Two years of experience in supporting engineering, administration, housekeeping and/or service functions in technical/ educational institution/industry	38	₹ 17,500
28	Officer	Administration	Finance	1	Applicants must be graduates in Commerce, Finance, or equivalent, from a reputed university;	Minimum Three years' experience in Accounting/ Finance preferably in Corporate Sector having expertise in Tally ERP/Prime	38	₹ 70,000
29	Officer	Administration	Human Resources	1	Applicant must have a PG Degree/ Diploma in Human Resources Management, or equivalent;	Minimum three years of experience in HR and payroll administration;	38	₹ 70,000
30	Officer	Administration	Information Technology	1	B Tech in IT/computer Science/MCA or equivalent	Minimum three years of experience in infrastructure management and/or IT applications in industry/software company	38	₹ 70,000
31	Officer	Administration	Marketing	1	Applicant must have passed MBA/PGDM in marketing or <b>Public Relations</b>	Minimum three years of experience in marketing and communications	38	₹ 70,000

32	Officer	Administration	Estate	1	Diploma/Degree in Civil engineering	Minimum three years of experience in facility, estate, or housekeeping management;	38	₹ 70,000
33	Officer	Administration	Industry Collaboration	1	Applicant must have passed MBA/PGDM	Minimum 03-year experience in business development, corporate partnerships or industry collaboration for a training/ educational institution. /Industry	38	₹ 70,000
34	Officer	Administration	Placement	1	Applicant must have passed MBA/PGDM	3 years of work experience in recruitment, job placement and learning & development.	38	₹ 70,000
35	Officer	Administration	Continuing Education and Training	1	Applicant must be a Graduate in any discipline	3 years of work experience in any educational/training institution	38	₹ 70,000
36	Officer	Administration	Student Enrolment	1	Applicant must be a Graduate in any discipline	3 years of work experience in any educational/training institution	38	₹ 70,000
37	Officer	Administration	Student Affairs	1	Applicant must be a Graduate in any discipline	3 years of work experience in any educational/training institution	38	₹ 70,000
38	Officer	Administration	Exams Administration	1	Applicant must be a Graduate in any discipline	3 years of work experience in any educational/training institution	38	₹ 70,000
39	PA	Administration	PA to Principal	1	Applicants must be graduates in any discipline from a reputed university	Minimum three years of experience with demonstrated proficiency in writing, keeping minutes and typing, Computer proficiency	38	₹ 21,000
40	Trainer	Academy	Sports & Wellness	1	Applicants must be graduates in Physical Education or Sports Science from a reputed university	Minimum three years of experience in training, in the area of physical education and/or sports	38	₹ 70,000
41	Trainer	Academy	Software Application	1	B Tech in IT/computer Science/MCA or equivalent	Minimum three years of experience in IT at a training/educational institute/ industry	38	₹ 70,000

42	Trainer	Academy	Design Thinking	1	Applicants must be a graduate in any discipline from a reputed university	Minimum three years of work experience in design-thinking tools, processes and methodologies;	38	₹ 70,000
43	Trainer	Academy	Entrepreneurship	1	Applicants must be a graduate in any discipline from a reputed university	Minimum three years of relevant training/ industrial experience in programmes relating to start-ups, entrepreneurship centres and/or innovation labs;	38	₹ 70,000
44	Trainer	Academy	Personal and Professional Development	1	Applicants must be graduates in any discipline from a reputed university	Minimum three years of experience in soft-skills training.	38	₹ 70,000
45	Pedagogy Specialist	Academy	Academy	2	Applicants must have a Post Graduate in any branch/ discipline	Minimum 05 years of work experience in implementing effective student-centred teaching/ pedagogy strategies	45	₹ 84,000
46	Curriculum and Assessment Specialist	Academy	Academy	2	Applicants must have a Post Graduate in any branch/ discipline	Minimum 05 years of work experience in teaching/ curriculum development/ instructional design for any educational institutes and assessment	45	₹ 84,000

**4. POSITION OF VACANCIES AND RESERVATION THERE OF:**

The vacancy position along with the reservation thereof is given below:

Sl. No.	Name of the Post	School	Total Vacancy	No. of Posts Reserved						
				UR	SEBC	SC	ST	PWD	Ex-SM	Sports Person
1	Deputy Director	Services	1	1	0	0	0	0	0	0
2	Course Manager	Services	2 (W-01)	2 (W-01)	0	0	0	0	0	0
3	Manager-Industry Support	Administration	1	1	0	0	0	0	0	0
4	Manager-Student Support	Administration	1	1	0	0	0	0	0	0
5	Manager-Staff Development	Academy	1	1	0	0	0	0	0	0
6	Manager-Curriculum and Assessment Development	Academy	1	1	0	0	0	0	0	0
7	Manager-Life and Employability Skill	Academy	1	1	0	0	0	0	0	0
8	Trainer-Services	Services	16 (W-06)	8 (W-03)	2 (W-01)	3 (W-01)	3 (W-01)	1 (Cat-1)	0	0
9	Technician-Engineering	Engineering	12 (W-04)	6 (W-02)	1	2 (W-01)	3 (W-01)	0	0	0
10	Technician	Services	2 (W-01)	2 (W-01)	0	0	0	0	0	0
11	Support Staff	Engineering	8 (W-01)	4 (W-01)	1	1	2 (W-01)	0	0	0
12	Officer- Finance	Administration	1	1	0	0	0	0	0	0
13	Officer- Human Resources	Administration	1	1	0	0	0	0	0	0

14	Officer- IT	Administration	1	1	0	0	0	0	0	0
15	Officer- Marketing	Administration	1	1	0	0	0	0	0	0
16	Officer- Estate	Administration	1	1	0	0	0	0	0	0
17	Officer- Industry Collaboration	Administration	1	1	0	0	0	0	0	0
18	Officer-Placement	Administration	1	1	0	0	0	0	0	0
19	<b>Officer</b> <b>Student Enrolment-1</b> <b>Student Affairs-1</b> <b>Exams Administration-1</b> <b>Continuing Education and Training-1</b>	Administration	<b>4</b> <b>(W-01)</b>	<b>2</b> <b>(W-01)</b>	0	1	1	0	0	0
20	Trainer- Sports and Wellness	Academy	1	1	0	0	0	0	0	0
21	Trainer- Software Application	Academy	1	1	0	0	0	0	0	0
22	Trainer- Design Thinking	Academy	1	1	0	0	0	0	0	0
23	Trainer- Entrepreneurship	Academy	1	1	0	0	0	0	0	0
24	Trainer- Personal and Professional Development	Academy	1	1	0	0	0	0	0	0
25	<b>Pedagogy Specialist</b>	<b>Academy</b>	<b>2</b> <b>(W-01)</b>	<b>2</b> <b>(W-01)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
26	<b>Curriculum and Assessment Specialist</b>	<b>Academy</b>	<b>2</b> <b>(W-01)</b>	<b>2</b> <b>(W-01)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
27	Personal Assistant	PA to Principal	1	1	0	0	0	0	0	0

**NOTE-**

a) Out of 67 posts, **one (01)** Post is reserved for PWD (Persons with Disabilities) under **Category-1 (sub category-Low Vision)** in Trainer Services

b) The following categories of PWDs are allowed to compete under UR/SC/ST/SEBC categories as the case may be.

- a) Category-1 (Sub category- Low Vision)
- b) Category-2
- c) Category -3
- d) Category-4

**5. Important Dates:**

1. Online Submission of Applications commences from **08.03.2022** at **12:01 AM (IST)**
2. Last Date for Receipt of Online Applications is **06.04.2022** at **11:59:59 PM (IST)**
3. Last Date for Fee Submission is **08.04.2022** at **11:59 PM (IST)**. **Only for those applications which are submitted on or before 06.04.2022 at 11:59:59 PM (IST)**

**Notes:**

- (a) Only online applications successfully submitted by candidates, by or before the due date, shall be considered. Applications received through other sources/ modes shall be deemed invalid;
- (b) Applications submitted without the applicable fee shall not considered to be valid. Candidates need to ensure fee submission by or before the last date and time stipulated above.

**6.ELIGIBILITY**

a) **Citizenship**

A candidate must be a citizen of India.

b) **Age Relaxation Limits :**

- The upper age limit is relaxable by 05 years for candidates belonging to S.C./S.T./S.E.B.C./ Women / Ex-serviceman and by 10 years for PWDs whose permanent disability is 40% or more.
- Persons with disabilities belonging to SC/ST/SEBC categories are eligible for cumulative age relaxation benefit.

**SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.**

- Date of birth entered in the **High School Certificate or equivalent certificate** issued by the concerned board /Council will be accepted.

**NOTE 1: Candidate should also note that once a date of birth has been claimed by them and entered in the records of WSC for the purpose of admission to the examination, no change will be allowed on any grounds whatsoever. If on verification at any subsequent stage , any variation is found in their date of birth from the one entered in their High School Certificate or equivalent certificate , the candidature of the candidate concerned , will be rejected and he/she may be debarred from present and future recruitments.**

**NOTE 2: i) Candidates claiming to be belonging to S.C. / S.T./ S.E.B.C Category by birth are required to submit copy of the relevant Caste Certificate issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority within the last three years by the closing date for submission of online application form in the prescribed form.**

**ii) The SEBC certificate which is more than three years old by the closing date of submission of online application form is liable for rejection.**

**iii) Women candidates belonging to S.E.B.C. / S.C. /S.T. Categories are required to submit Caste Certificates by birth showing "daughter of ....."; Caste Certificates by virtue of marriage i.e., showing "wife of ....." are not acceptable and liable to rejection.**

**iv) O.B.C. CERTIFICATES WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C. CERTIFICATES AND CANDIDATES SUBMITTING OBC CERTIFICATES ARE LIABLE FOR REJECTION.**

**v) Community (Caste status) once mentioned by the candidates shall not be changed under any Circumstances.**



vi) **The competent authorities are: - District Magistrate/ Collector or Additional District Magistrate or Sub-Divisional Magistrate/Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar/ Additional Tahasildar of Government of Odisha.**

**NOTE 3: Qualification Certificate, Caste Certificate and Disability Certificate of Person with Disabilities (indicating % of permanent disability) must have been issued by the competent authority within the last date fixed for submission/ receipt of online application form.**

**NOTE 4: The candidates are to upload their copy of certificates, mark-sheets and documents as required by the system while filling up online application form, failing which their candidature shall be liable for rejection.**

**7. Reference Dates for Computing Age, Qualification and Experience:**

(7.1) Reference date for calculating age: **01.01.2021**

(7.2) Reference Date for Calculating Qualification and Experience: **01.01.2022**

**8. Online Application Fee Structure: Table A**

Category	Fee in Rs. for Deputy Director, Course Manager, Manager and specialists (Per position applied)	Fee in Rs. for rest all posts (Per position applied)
General/UR	Rs. 1000	Rs. 500
SEBC	Rs. 1000	Rs. 500
SC	NIL	NIL
ST	NIL	NIL
PwD (Person with Disability) Divyang Candidates (At least 40 percent of corresponding disability)	NIL	NIL

**Notes:**

- (1) Candidates applying for the above-mentioned positions are required to make online payment of non-refundable application fee using the through Net Banking/ Debit Card/ Credit Card, Wallet, etc.
- (2) Candidates applying for multiple positions shall be required to additionally pay the prescribed application fee, for each position.
- (3) **WSC** is not liable for failed transactions, where the fee amount is deducted from the applicant's account, but no credit received in the prescribed bank account by or before the fee submission date. Applicants are required to contact their own banks for such misplaced transactions.
- (4) Online applications submitted without application fee shall be considered invalid and not processed further.
- (5) Any other charges (GST/Processing Fees in addition to **Rs. 500/Rs.1000**) as applicable will also be levied.

**9. Selection Process:**

Scrutiny of applications, received through online mode, shall be done using minimum eligibility criteria (age, qualification, experience, registration, etc.) as advertised. Applicants not meeting the essential eligibility criteria shall not be considered eligible for the position. Once scrutiny of applications is completed, further selection processes (Online Written Test, Skill Test, or Personal Interview), shall be carried out as per the process approved by **WSC** for each position.

**Table-2, Selection Methodology**

Sl.No	Position Category	Number of Posts	Written	Skill Test	Interview	Weightage of different stages
1	Deputy Director	1	NO	NO	YES	Interview-100%
2	Course Manager	2	NO	YES	YES	Skill Test-60% Interview- 40%
3	Manager	5	NO	NO	YES	Interview-100%
4	Pedagogy Specialist	2	NO	YES	YES	Skill Test-40% Interview- 60%
5	Curriculum and Assessment Specialist	2	NO	YES	YES	Skill Test-40% Interview- 60%

6	Support Staff	8	YES	NO	YES	Written Test-80% Interview- 20%
7	Technician	14	YES	YES	YES	Written Test-30% Skill Test-50% Interview- 20%
8	Trainer- Academy	5	YES	YES	YES	Written Test-30% Skill Test-50% Interview- 20%
9	Trainer-Services	16	YES	YES	YES	Written Test-30% Skill Test-50% Interview- 20%
10	PA	1	YES	YES	NO	Written Test-80% Skill Test-20%
11	Officer	11	YES	NO	YES	Written Test-40% Interview- 60%

### WRITTEN TEST SYLLABUS

- Comprehension;
- Interpersonal skills including communication skills;

- Logical reasoning and analytical ability;
- Decision making and problem solving;
- General mental ability;
- Basic numeracy (numbers and their relations, orders of magnitude, etc.) (Class X level), Data interpretation (charts, graphs, tables, data sufficiency etc. — Class X level);

Note: The selection process described in subsequent paragraphs shall be followed for the positions indicated in Table 1, above. Admission to Online Written test/Skill Test/Interview is provisional.

#### **9.1 Process for Online Written Test (OWT):**

Process of **Online Written Test (OWT)** shall be as follows and is applicable for position of **Support Staff, Technician, Trainer, Personal Assistant & Officer**.

(9.1.1) MCQ (Multiple Choice Questions) based **Online Written Test (OWT)** shall be organised in **Bhubaneswar, New Delhi, Mumbai, Bangalore, Kolkata, Guwahati and Chennai**. In case sufficient number of applications are not received for a particular centre WSC reserves all rights to assign any centre without obtaining any consent of the candidate/applicant. Request for change in center is not allowed.

(9.1.2) The **E-admit Card** shall be made available for downloading from [jobs.worldskillcenter.org](http://jobs.worldskillcenter.org) seven (07) days before the examination date;

(9.1.3) Question Paper for examination shall comprise of **100 MCQ** questions, each having four answers options and out of which only one answer is correct. Each question shall be of 02 (Two) marks. For each correct answer 02 marks will be awarded and for each wrong answer **0.5 marks** will be deducted. No marks will be awarded for un-attempted questions.

(9.1.4) **Online Written Test (OWT)** shall be organized as per the scheduled date and time. The date of examination will be intimated to the candidate.

(9.1.5) After completion of the above process, merit lists shall be generated for all such positions wherever written test is applicable (**Refer Table 2**). Candidates scoring highest marks in the OWT shall be selected for the further round/s of selection as per **Table-2**, taking into consideration the reservation policy applicable.

(9.1.6) Further evaluation of the shortlisted candidates, mentioned in 9.1.5 i.e., Skill Test/ Personal Interview/both Skill Test and Interview, as applicable for concerned positions, shall be conducted after OWT (If applicable) mentioned in the Table-2, based on the category-wise rank order obtained in OWT (If applicable).

(9.1.7) In the case of candidates scoring equal marks in **OWT**, preference shall be given as per the details mentioned below, in descending order:

- a. Eldest candidate (based on Date of Birth)
- b. In case of same age (DoB) among tied candidates, the candidate who has a higher percentage of Marks in 12th (Higher Secondary School Certificate Exam Marks) shall be given preference
- c. In case of same percentage marks in 12th among tied candidates, the candidate who has higher percentage in 10th (High Secondary School Certificate Exam Marks) shall be given preference
- d. In case of same percentage marks in 10th, the candidate's name in ascending order shall be considered for allotting merit rank.

**Note: In case the candidate doesn't possess the 10+2 qualification, the 10th (High Secondary School Certificate Exam Marks) shall be considered for deciding merit rank with the other above criteria.**

### **9.2. Skill Test:**

- a) Skill Test is only applicable for positions of **Course Managers, Pedagogy Specialist, Curriculum and Assessment Specialist, Technician, Trainer-Services, Trainer-Academy and PA** as mentioned in the **Table 2**. All the details of the skill test related to process, test centre, date, Time etc. will be intimated to the shortlisted candidates in due course.

**\*\*Note the skill Tests will be conducted in Bhubaneswar**

### **9.3. Process for Personal Interview:**

- a) Personal Interview is applicable to the positions as mentioned in the **Table 2**. (Refer selection Methodology)
- b) In the case of positions for which selection is to be based solely on Personal Interview/Skill Test and Personal Interview i.e for Deputy Directors/Specialists/Managers/Course Managers the candidates will be shortlisted by WSC mentioned in the Table 2

- c) For all other positions apart from the above interviews will be conducted based on the Cumulative performance in the written test/Skill test/both as applicable for the post (Refer Table 2)

**Note: In case of a tie in between two candidates while shortlisting, preference shall be given as per the details mentioned below in descending order:**

- (i) Eldest candidate (based on Date of Birth)
- (ii) In case of the same age (DoB) among tied candidates, the candidate who has higher percentage of Marks in 12th (Higher Secondary School Certificate Exam Marks) will be given preference
- (iii) In case of same percentage marks in 12th among tied candidates, the candidate who has higher percentage in 10th (High Secondary School Certificate Exam Marks) will be given preference
- (iv) In case of same percentage marks in 10th, the candidate's name in ascending order shall be considered.

#### **9.3.1. Conduct of Personal interview and Final Merit List:**

- (a) Personal interviews shall be organized, on the scheduled date and time at **Bhubaneswar**
- (b) Personal Interviews of candidates shortlisted as above shall be conducted by the Interview Panel of **WSC** Officials/ Experts.
- (c) Final merit list of candidates for appointment shall be prepared based on the cumulative performance of candidates in Written test, Skill Test and Personal Interview as applicable and mentioned in the Selection Methodology (**Refer Table-2**)

**Note:** In case of a tie between two candidates, preference shall be given as per the details mentioned below in descending order:

- (i) Eldest candidate (based on Date of Birth)
- (ii) In case of same age (DoB) among tied candidates, the candidate who has higher percentage of Marks in 12th (Higher Secondary School Certificate Exam Marks) will be given preference
- (iii) In case of same percentage marks in 12th among tied candidates, the candidate who has higher percentage in 10th (High Secondary School Certificate Exam Marks) will be given preference
- (iv) In case of same percentage marks in 10th, the candidate's name in ascending order shall be consider

#### **10. Document Verification/ Joining Process:**

(10.1) Original Document and certificate Verification of the shortlisted candidates will be done before the Skill Test/Interview stage. Candidates failing to produce any certificate/document at the time of validation/verification shall not be allowed to appear the test and his/her candidature will be rejected. In such a case the next candidate in the merit list will be considered.

(10.2) The candidature of shortlisted candidates who do not possess the requisite credentials/ documents/ registration, as per the **ToR** in the advertisement, shall be treated as cancelled for selection;

(10.3) Candidates shall also be deemed to be disqualified for misrepresentation of facts as per the declaration made by them at the time of submitting the Online Application Form;

(10.4) Candidates who shall not report for document verification/ joining process at the allotted location and within the stipulated time, shall not be provided with any other opportunity for joining the position. The position shall be offered to the next candidate in the merit list.

#### **11. Important instructions:**

**(11.1) Vacancies shall be subject to the State reservation policy of Odisha. Candidate having domicile of other states will be treated under the unreserved category.**

(11.2) **Candidates** who are claiming reservation in their respective category (SC, ST, PWD, SEBC, PWD etc.), must submit the Caste and/or requisite Certificate in the prescribed format issued by the competent authority.

(11.3) Candidates must fill and submit the **Online Application Form (OAF)** available on **WSC** website. No other mode for submission of Application Form shall be entertained.

(11.4) Applicants must ensure that all details are correctly filled and successfully submitted online before the closing date. Applicants should ensure that the Applicant Status on Application Form is "**Submitted Successfully.**" Half-filled applications shall be treated as incomplete and rejected.

**(11.5) Only post qualification experience pertaining to the essential qualification attached to the post shall be considered the mentioned positions.**

(11.6) **Only a full-time course** shall be considered for assessing the qualification status of applicants.

(11.7) If at any stage of recruitment, it is found that the candidate does not fulfil the eligibility criteria and/or that she/ he has furnished incorrect/ false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled.

(11.8) Decision of competent **authority of WSC**, in any matter relating to the recruitment, at any stage of the recruitment process, shall be final and binding upon candidates.

(11.9) At the time of the document verification process, all requisite certificates, testimonials, or other relevant document, substantiating the claims made in the online form, must be produced. Candidates unable to provide any of the requisite documents, shall be liable for disqualification.

(11.10) Any candidate who has been convicted by the court in a criminal case, will be disqualified and not eligible for consideration

(11.11) **CEO, WSC** will have the right to suspend/ cancel any application/ entire recruitment process without giving any reason.

(11.12) **WSC** reserves the right to amend recruitment rules and process at any time of the selection. Any such amendment shall be valid and binding on the recruitment process.

(11.13) Any legal dispute pertaining to the recruitment process shall be under the jurisdiction of the courts in Bhubaneswar, Odisha.

## **12. Online Application Process:**

(12.1) Eligible candidates may view the job details and apply online at [www.worldskillcenter.org](http://www.worldskillcenter.org)

(12.2) Online Submission of Applications commences from **08.03.2022** at **12:01 AM (IST)**.

(12.3) Last Date for Receipt of Online Applications is **06.04.2022** at **11:59:59 PM (IST)**

(12.4) Last Date of Fee Submission: **08.04.2022** at **11:59 PM (IST)**. **Only for those applications which are submitted on or before 06.04.2022 at 11:59:59 PM (IST)**

(12.5) Candidates must fill and submit the Online Application Form (OAF), no other mode is allowed for submission of application.

(12.6) Applicants are required to provide all the mandatory information [Marked with \* (asterisk) sign] in the Application Form.

(12.7) Candidate must upload the following documents in the Online Application Form:



- (12.7.1) Profile Image (Candidates recent photograph)
- (12.7.2) Candidate's Signature Image
- (12.7.3) 10<sup>th</sup>/HSC (Mandatory) and 10+2 Mark sheet and certificate (as applicable for the post)
- (12.7.4) Essential Qualification Documents [Please upload complete qualification documents]
- (12.7.5) Essential Experience Documents [In respect of current employment, candidates may upload their Appointment Letter and last three months' Salary Certificate/ Bank Statement details instead of Experience Certificate]
- (12.7.6) Domicile/Resident Certificate (Compulsory for claiming reservation)**
- (12.7.7) Caste Certificate (if required)
- (12.7.8) PH Certificate (indicating percentage of disability, 40% or more) (if applicable)
- (12.7.9) Other required/ mandatory documents (as per requirement for position, as mentioned in the online form)
- (12.7.10) If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (with number & date) under which it is so treated, must be furnished**
- (12.7.11) CGPA Conversion Certificate (As applicable)
- (12.8) In case of the above documents, if information is also mentioned on the back pages, then it will be mandatory to upload the same too;
- (12.09) Applicants must ensure that all the details are correctly filled, application fee is paid, and the Online Application Form is successfully submitted before the closing date.
- (12.10) Applicants must ensure that the required fee for the Online Application Form is paid by **April 08, 2022, 11:59 PM (IST)**.
- (12.11) Online Application Form submitted without fee (as applicable) shall not be considered.
- (12.12) Applicants should ensure that the Applicant Status on Application Form is "**Submitted Successfully**." Half-filled applications shall be treated as incomplete and rejected;
- (12.13) Incomplete details in application, or application submitted without photograph and/or signature/ supporting documents as mentioned above, shall be rejected;
- (12.14) In case a candidate wishes to apply for more than 01 position then the candidate will have to apply individually for each of these positions.**
- (12.15) In the case of CGPA grading, the document validation team shall calculate the CGPA in percentage, following grading conversion methodology indicated in documentary proof produced by the candidate. If the applicant fails to present the required supporting documents, s/he shall be liable for disqualification/ cancellation of her/ his candidature;

(For detailed instructions and guidelines for filling the Online Application Form, please refer to the **Instructions for Filling Online Application Form** section provided below).

### **13. INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM**

**Online Job Application Form** is organised into different sections designed to obtain information relating to the candidate's **Personal Profile, Educational Qualifications, Experience, Image, Signature, Essential Documents Upload, Online Application Fee** and **Preview of Application** before submission of Online Job Application Form.

Before filling up the **Online Job Application Form**, candidates are advised to go through the relevant advertisement and other details available on [www.worldskillcenter.org](http://www.worldskillcenter.org)

#### **13.1 PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATION FORM**

The application will be submitted online through the URL [jobs.worldskillcenter.org](http://jobs.worldskillcenter.org)

##### **STEP-1:**

Click on the "**NEW REGISTRATION**" button to fill up the Registration Form.  
If you are already a registered user, click on the "**ALREADY REGISTERED**" button and enter **Login ID & Password** to proceed.

##### **STEP-2:**

After submission of the Registration Form, candidates need to validate their registration by putting their RMN (Registered Mobile Number) as it is indicated above.

Applicants are requested to keep their User ID comprising their Registered Mobile Number (RMN) and password, in safe custody.

##### **STEP-3:**

Keep ready following documents before starting to fill the Online Application Form:

- (i) Profile Image (Candidates recent photograph)
- (ii) Candidate's Signature Image
- (iii) 10<sup>th</sup>/HSC and 10+2 Marksheet and certificate
- (iv) Essential Qualification Documents
- (v) Essential Experience Documents [In case of current employment, candidates may upload their appointment letter and last three months' salary details instead of experience certificate]
- (vi) **Domicile/Resident Certificate (Compulsory for claiming reservation)**
- (vii) Caste Certificate (if required)
- (viii) PH Certificate (indicating percentage of disability, 40% or more) (if applicable)
- (ix) Registration Certificate (if applicable/ required)
- (x) Other Required/ Mandatory Documents (As per the requirements of the position mentioned in the online form).

**Note: The required/ mandatory documents should be uploaded in .jpeg, .jpg, .pdf or .png format in the relevant sections of the Online Application Form. The maximum size of each supporting file/ photo/ document uploaded, should not exceed 500 KB.**

**STEP-4:**

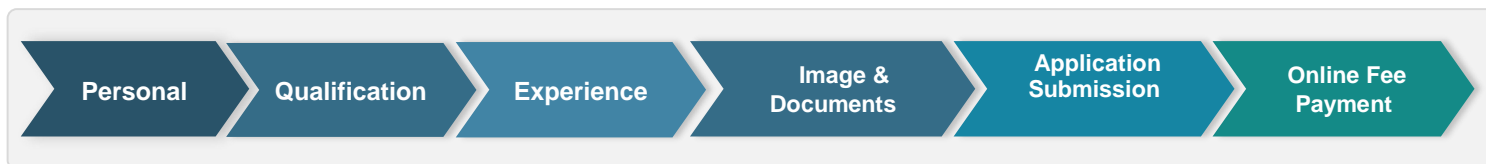
- After successful registration, the applicant can log in to apply for the position. After login "**JOB DASHBOARD**" will be opened.
- The applicants can view position name, number of vacancies, etc. in the "**JOB DASHBOARD**" Section. (*Applicants are requested to read and understand the eligibility criteria for the post they are applying for.*)

**STEP-5:**

Click on the "**Apply Now**" button to apply for the eligible position you wish to apply for.

**STEP-6:**

Once you click on the "**Apply Now**" button, the following sections will appear in the Application Form.



**STEP-7:**

Please complete the **PERSONAL SECTION** and click on the "SUBMIT & PROCEED TO NEXT" button.

**STEP-8:**

Please complete the **QUALIFICATION SECTION** and click on the "SUBMIT & PROCEED TO NEXT" button.

**STEP-9:**

Please complete the **EXPERIENCE SECTION** and click on the "SUBMIT & PROCEED TO NEXT" button.

**STEP-10:**

Please upload the required image and documents in the **IMAGE & DOCUMENTS SECTION** and click on the "SUBMIT & PROCEED TO NEXT" button.

**STEP-11:**

Preview your application before final submission by clicking on the "[Preview Application](#)" thereafter and click on the "SUBMIT & PROCEED TO FEE Payment" button.

**STEP-12:**

Please submit the online application fee by clicking on the **ONLINE FEES** through PAYMENT GATEWAY

**FINAL STEP:**

- After filling in all details, there is provision for reviewing the details filled by the applicant in the Application Form by clicking on the "[Preview Application](#)" button before final submission. The preview page will display all the details that the Applicant has mentioned in her/ his Application Form.
- Applicants are advised to go through all the details they have filled carefully and attentively, as after final submission of the Application Form, they shall not be allowed to edit and/or resubmit the form again.

- Before final submission of the Online Application Form, applicants are also required to carefully read the declaration given on the website and provide their consent to it, failing which the applicant shall not be allowed to complete registration. The applicant must carefully check all details before the final submission of the Application Form.
- Once the applicant is sure about the details filled by in the Online Application Form, s/he may click on the "**Confirm & Submit Application**" button for the final submission of the form.
- After successful submission of the Online Application Form, the applicant will receive an SMS on her/ his Registered Mobile Number (RMN) providing the Application Reference Number. After successful online payment of the Application Fee, the applicant shall receive an SMS providing the transaction ID on his/ her RMN, which can be used for future reference.
- Applicants are advised to print/ download their Online Application Form for their further reference. But it is not required to send the hard copy of the application or any other document to WSC.
- Applicants are advised to take a print of this page by clicking on the "**Print**" option for their future reference.
- The applicant can view her/his application and payment status anytime by logging into the above website.

### 13.2. GENERAL INSTRUCTIONS

(13.2.1) Applicants are advised to carefully read all instructions and guidelines before submitting the Application Form;

(13.2.2) Only applications submitted on or before the closing date (**April 06, 2022, 11:59:59 PM IST**) shall be accepted. Applications must only be submitted online. Applications sent by any other mode shall not be entertained;

(13.2.3) Incomplete applications comprising applications submitted without photograph, signature, or supporting documents, shall be rejected based on lack of information;

(13.2.4) Applicants are required to provide all mandatory information [**Marked with \* (asterisk) symbol**] in the Online Application Form;

(13.2.5) Applicants must ensure that the Application Fee and all required details are successfully submitted online before the closing date.

Applicants should ensure that the Application Status of the Online Application Form is "**Submitted Successfully**." Partially filled applications shall be treated as incomplete and rejected.

## **14. Procedure for Payment of Application Fee through Payment Gateway:**

### **14.1 Mode of Payment:**

(14.1.1) Applicants are required to pay a non-refundable Application Fee as mentioned in the Online Fee Structure Table-A of this advertisement as applicable, plus Bank admissible/processing charges

(14.1.2) The Application Fee shall only be accepted through online payment. Applicants can make payment through Internet Banking/ Debit Card/ Credit Card, UPI, etc.

(14.1.3) Application Fee must be paid through the [jobs.worldskillcenter.org](https://jobs.worldskillcenter.org) website. **WSC** shall not be responsible for any payment made through any other mode/ channel than the above website.

(14.1.4) The last date for receiving payment is **08.04.2022 at 11:59 PM (IST)**. Late submission of Application Fee shall not be acceptable in any circumstances. Applications without fees shall not be acceptable and such applications shall not be considered valid.

### **14.2 Instructions for Payment of Application Fees through WSC Payment Gateway**

The Application Fee can be paid online through the **Payment Gateway** integrated with **Online Application Form** from any location/anywhere

The steps stated below shall be strictly followed:

1. Click the "**Pay Application Fee Online**" link and you will get to the online payment login window.
2. Click the "Pay Recruitment Application Fee Online" on the "Fee Payment Tab" on the online form.
3. Confirm all the Pre-Filled Information in the Payment Section including your **Application No., Name, Email, Date of Birth and Category**.
4. Enter the Text as shown in the Image appearing on screen.
5. Click on Confirm button for this transaction.
6. You will see EBS Multiple Options Payment System (MoPS).
7. You may choose any options available on Multiple Options Payment System (MoPS) for payment of Recruitment Application Fees.
8. Please take copy of e-Receipt for future use and records

