



DETAILED ADVERTISEMENT

(Advt. No.-WSC/259/HR/2022-23/2385 DATED-06/12/2022)



RECRUITMENT FOR 125 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. Advt. No.-WSC/259/HR/2022-23/2379 DATED-05/12/2022)

Please visit: www.worldskillcenter.org

CONTENTS

| Sl. No. | Particulars | Page No. |
|----------------|--|-----------------|
| 1 | Terms and conditions of engagement for the 125 positions | 03 |
| 2 | Project Background | 04 |
| 3 | Vacancy Details (Table 1) | 06-10 |
| 4 | Position of vacancies and Reservation thereof | 11-12 |
| 5 | Important Dates | 13 |
| 6 | Eligibility | 13-14 |
| 7 | Reference Dates for Computing Age, Qualification and Experience | 15 |
| 8 | Online Application Fee Structure | 15-16 |
| 9 | Selection Process | 16-21 |
| 10 | Document Verification/ Joining Process | 22 |
| 11 | Important Instructions | 22-23 |
| 12 | Online Application Process | 23-25 |
| 13 | Instructions for filling online application form | 25-28 |
| 14 | Procedure for Payment of Application Fee through Payment Gateway | 28-29 |
| 15 | Issue of Offers | 30 |
| 16 | Contact Details | 30 |



**RECRUITMENT FOR 125 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)



1. TERMS AND CONDITIONS OF ENGAGEMENT FOR THE 125 POSTS:

The following terms and conditions are applicable to the **125** 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 Bhubaneshwar, 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 Class12 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

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 125 vacancies, including Specialists, Deputy Director, Managers, Course Managers, Trainers, Officers 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]:

| Essential Qualification and Experience for the 125 Positions | | | | | | | | |
|--|-------------------|-----------------------|-------------------------|-------------|---|---|----------------|----------------------|
| Sl. No | Position Category | School/ Division | Trade | No Of Posts | Essential Qualification | Essential Experience | Max. Age Limit | Monthly Remuneration |
| 1 | Deputy Director | Administration | Administration | 1 | Applicant must have a PG Degree/PG Diploma in related field from a reputed Institute/University | Minimum 10 years of relevant experience in a management capacity in Administration Division in a training or educational institute | 50 | ₹ 1,08,000 |
| 2 | Course Manager | School of Services | Hair Fashion Design | 1 | Applicant must have a 02 Year Diploma in Beauty Culture, or Professional Diploma in the related field | Minimum 05 years of relevant industry experience or work experience in technical and vocational education in Beauty & Wellness/Hair Fashion/ Salon Procedures | 40 | ₹ 94,500 |
| 3 | Course Manager | School of Services | Beauty & Wellness | 1 | Applicant must have a 02 Year Diploma in Beauty Culture, or Professional Diploma in the related field | Minimum 05 years of relevant industry experience or work experience in technical and vocational education in Beauty & Wellness/Hair Fashion/ Salon Procedures | 40 | ₹ 94,500 |
| 4 | Course Manager | School of Engineering | Vertical Transportation | 1 | Applicant must have a B. Tech/Diploma in Electrical/Mechanical/EEE Engineering | Minimum Five years of relevant experience in Installation/Maintenance/Training of elevators/Lifts/Travellators in Industries/Educational institutions or experience in relevant industries. | 40 | ₹ 94,500 |
| 5 | Course Manager | School of Engineering | Precision Engineering | 1 | Applicant must have a B. Tech/Diploma in Mechanical/Manufacturing/Production/Precision Engineering | Minimum Five years of relevant experience in Installation/Maintenance/Training in CNC Machining/Tool room/Precision Machining/CAD & CAM | 40 | ₹ 94,500 |

| | | | | | | | | |
|----|---------|-----------------------|--------------------------------------|----|---|---|----|----------|
| 6 | Trainer | School of Engineering | Vertical Transportation (Electrical) | 12 | Applicant must have a B. Tech/Diploma in Electrical/EEE Engineering | Minimum Three years of relevant experience in Installation/Maintenance/Training of elevators/Lifts/Travellers in Industries/Educational institutions or experience in relevant industries. | 38 | ₹ 70,000 |
| 7 | Trainer | School of Engineering | Vertical Transportation (Mechanical) | 4 | Applicant must have a B. Tech/Diploma in Mechanical Engineering | Minimum Three years of relevant experience in Installation/Maintenance/Training of elevators/Lifts/Travellers in Industries/Educational institutions or experience in relevant industries. | 38 | ₹ 70,000 |
| 8 | Trainer | School of Engineering | Precision Engineering | 16 | Applicant must have a B. Tech/Diploma in Mechanical/Manufacturing/Production/Precision Engineering | Minimum Three years of relevant experience in Installation/Maintenance/Training in CNC Machining/Tool room/Precision Machining/CAD & CAM | 38 | ₹ 70,000 |
| 9 | Manager | Academy | Life and Employability Skill | 1 | Applicant must have an MBA/ MSW (Masters in Social Work) | Minimum five years of relevant work experience in the area of Life skills / Soft skills / Employability Skills in a training/educational institution/ industry. Candidate should have excellent communication skills. | 45 | ₹ 87,500 |
| 10 | Trainer | School of Services | Hair Fashion Design | 15 | Applicant must have a 02 Year Diploma in Beauty Culture, or Professional Diploma in the related field | Minimum 03 years of relevant industry experience or work experience in technical and vocational education in Beauty & Wellness/Hair Fashion/ Salon Procedures | 38 | ₹ 70,000 |
| 11 | Trainer | School of Services | Beauty & Wellness | 15 | Applicant must have a 02 Year Diploma in Beauty Culture, or Professional Diploma in the related field | Minimum 03 years of relevant industry experience or work experience in technical and vocational education in Beauty & Wellness/Hair Fashion/ Salon Procedures | 38 | ₹ 70,000 |

| | | | | | | | | |
|----|---------|----------------|-----------------------------------|---|--|--|----|----------|
| 12 | Officer | Administration | Finance | 1 | Applicant must be graduate 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 |
| 13 | Officer | Administration | Human Resources | 1 | Applicant must have a PG Degree/ Diploma in Human Resources Management, or equivalent; | Minimum three years of relevant experience in HR, payroll administration, compliances and statutory policies | 38 | ₹ 70,000 |
| 14 | Officer | Administration | Information Technology | 1 | Applicant must have a 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 |
| 15 | Officer | Administration | Marketing | 2 | Applicant must be a Graduate in any discipline | Minimum three years of relevant experience in marketing/ communications/Digital Marketing. | 38 | ₹ 70,000 |
| 16 | Officer | Administration | Estate | 1 | Applicant must have a Diploma/Degree in Civil engineering | Minimum three years of relevant experience in facility, estate, or housekeeping management; | 38 | ₹ 70,000 |
| 17 | Officer | Administration | Industry Collaboration | 2 | Applicant must be a Graduate in any discipline | Minimum 03 years of relevant experience in business development, corporate partnerships or industry collaboration for a training/ educational institution/Industry | 38 | ₹ 70,000 |
| 18 | Officer | Administration | Placement | 1 | Applicant must have an MBA/PGDM or any other Masters degree. | 3 years of relevant work experience in recruitment, job placement and learning & development. | 38 | ₹ 70,000 |
| 19 | Officer | Administration | Continuing Education and Training | 2 | Applicant must be a Graduate in any discipline | 3 years of relevant work experience in any educational/training institution | 38 | ₹ 70,000 |

| | | | | | | | | |
|----|--------------------|----------------|-------------------------------|---|--|--|----|----------|
| 20 | Officer | Administration | Student Enrolment | 1 | Applicant must be a Graduate in any discipline | 3 years of relevant work experience in any educational/training institution | 38 | ₹ 70,000 |
| 21 | Officer | Administration | Student Affairs | 2 | Applicant must be a Graduate in any discipline | 3 years of relevant work experience in any educational/training institution | 38 | ₹ 70,000 |
| 22 | Officer | Administration | Exams Administration | 1 | Applicant must be a Graduate in any discipline | 3 years of relevant work experience in any educational/training institution | 38 | ₹ 70,000 |
| 23 | Personal Assistant | Administration | PA to Principal and Directors | 5 | Applicant must be graduates in any discipline from a reputed university | Minimum three years of relevant experience with demonstrated proficiency in writing, keeping minutes and typing, Computer proficiency | 38 | ₹ 21,000 |
| 24 | Trainer | Academy | Sports & Wellness | 4 | Applicant must be a graduate in Physical Education or Sports Science or Yoga from a reputed university | Minimum three years of relevant experience of training in the area of physical education and/or sports and/or Yoga | 45 | ₹ 70,000 |
| 25 | Trainer | Academy | Software Application | 3 | Applicant must have a B Tech in IT/computer Science/MCA or equivalent | Minimum three years of relevant experience in IT in a training/educational institute/industry. It would be preferable if the candidate has exposure in developing E-Learning packages/ digital literacy courses/ cyber security/ Data Analytics. | 45 | ₹ 70,000 |
| 26 | Trainer | Academy | Design Thinking | 7 | Applicant must be a graduate in any discipline from a reputed university | Minimum three years of relevant work experience in design-thinking tools and methodologies. | 45 | ₹ 70,000 |
| 27 | Trainer | Academy | Entrepreneurship | 6 | Applicant must be a graduate in any discipline from a reputed university | Minimum three years of relevant experience in start-up / entrepreneurship ecosystem and/or incubation/innovation labs/Seed funding / training and | 45 | ₹ 70,000 |

| | | | | | | | | |
|----|--------------------------------------|---------|---------------------------------------|----|--|---|----|----------|
| | | | | | | consultancy activities focusing on entrepreneurship development. It would be preferable if the candidate has personal experience in setting up/mentoring of any startup/ business. | | |
| 28 | Trainer | Academy | Personal and Professional Development | 11 | Applicant must be graduate in any discipline from a reputed university | Minimum three years of relevant experience in soft-skills /Life skills training. Candidate should have excellent communication skills. | 45 | ₹ 70,000 |
| 29 | Pedagogy Specialist | Academy | Academy | 4 | Applicant must be Post Graduate in any branch/ discipline | Minimum five years of relevant work experience in implementing effective student-centered learning techniques/pedagogy strategies. Preference shall be given to candidates with TVET (Technical and Vocational Education) background and relevant work experience in training. Candidate should have excellent communication and presentation skills. | 45 | ₹ 84,000 |
| 30 | Curriculum and Assessment Specialist | Academy | Academy | 2 | Applicant must be Post Graduate in any branch/ discipline | Minimum five years of relevant work experience in curriculum development/instructional design for any educational institutes and awareness on assessment techniques. Preference shall be given to candidates with TVET (Technical and Vocational Education) background and relevant work experience in training. Candidate should have excellent communication and presentation skills. | 45 | ₹ 84,000 |

4. POSITION OF VACANCIES AND RESERVATION THEREOF:

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

| Sl. No. | Name of the Post | School/ Division | Total Vacancy | No. of Posts Reserved | | | | | | |
|---------|---|-----------------------|---------------|-----------------------|-------------|-------------|-------------|----------------|-------|---------------|
| | | | | UR | SEBC | SC | ST | PWD | Ex-SM | Sports Person |
| 1 | Deputy Director | Administration | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | Course Manager | Services | 2 | 2 (W-1) | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Course Manager- Vertical Transportation | School of Engineering | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Course Manager- Precision Engineering | School of Engineering | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Trainer- Vertical Transportation (Electrical) | School of Engineering | 12 | 6 (W-02) | 1 | 2 (W-01) | 3 (W-01) | 0 | 0 | 0 |
| 6 | Trainer- Vertical Transportation (Mechanical) | School of Engineering | 4 | 2 (W-01) | 0 | 1 | 1 | 0 | 0 | 0 |
| 7 | Trainer- Precision Engineering | School of Engineering | 16 | 8 (W-03) | 2 (W-01) | 3 (W-01) | 3 (W-01) | 1 (Cat-III) | 0 | 0 |
| 8 | Manager-Life and Employability Skill | Academy | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | Trainer-Services | Services | 30 | 15 (W-05) | 3 (W-01) | 5 (W-02) | 7 (W-02) | 1 (Cat-I) | 1 | 0 |
| 10 | Officer- Finance | Administration | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | Officer- Human Resources | Administration | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | Officer- IT | Administration | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | |
|----|---|----------------|----|------------|---|------------|------------|---|---|---|
| 13 | Officer- Marketing | Administration | 2 | 2 (W-1) | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | Officer- Estate | Administration | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | Officer- Industry Collaboration | Administration | 2 | 2 (W-1) | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | Officer-Placement | Administration | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | Officer Student Enrolment-1 Student Affairs-2 Exams Administration-1 Continuing Education and Training-2 | Administration | 6 | 3 (W-1) | 1 | 1 | 1 | 0 | 0 | 0 |
| 18 | Trainer- Sports and Wellness | Academy | 4 | 2 (W-1) | 0 | 1 | 1 | 0 | 0 | 0 |
| 19 | Trainer- Software Application | Academy | 3 | 2 (W-1) | 0 | 0 | 1 | 0 | 0 | 0 |
| 20 | Trainer- Design Thinking | Academy | 7 | 3 (W-1) | 1 | 1 | 2 (W-1) | 0 | 0 | 0 |
| 21 | Trainer- Entrepreneurship | Academy | 6 | 3 (W-1) | 1 | 1 | 1 | 0 | 0 | 0 |
| 22 | Trainer- Personal and Professional Development | Academy | 11 | 6 (W-2) | 1 | 2 (W-1) | 2 (W-1) | 0 | 0 | 0 |
| 23 | Pedagogy Specialist | Academy | 4 | 2 (W-1) | 0 | 1 | 1 | 0 | 0 | 0 |
| 24 | Curriculum and Assessment Specialist | Academy | 2 | 2 (W-1) | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | Personal Assistant | Administration | 5 | 2 (W-1) | 1 | 1 | 1 | 0 | 0 | 0 |

NOTE-

a) Out of 125 posts, 03 Posts are reserved for PWD (Persons with Disabilities). 01 post is reserved under Category-1 (Low Vision) in Trainer Services, 01 post under the Category-2 (sub category-HI Hearing Impaired) in Trainer Vertical Transportation and 01 post in Category-3 (sub category-Leprosy Cured) in Trainer Precision engineering.

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

- a) Category-1
- b) Category-2
- c) Category -3
- d) Category-4

5. Important Dates:

1. Online Submission of Applications commences from **07.12.2022 at 08:01 PM (IST)**
2. Last Date for Receipt of Online Applications is **22.12.2022 at 11:59 PM (IST)**
3. Last Date for Fee Submission is **24.12.2022 at 11:59 PM (IST)**. **Only for those applications which are submitted on or before 22.12.2022 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 be considered to be valid. Candidates need to ensure fee submission by or before the last date and time stipulated above.
- (c) Once the Application fee has been deposited by the candidate, the same will not be refunded under any circumstances.

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 INNO 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.

NOTE2: 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 Tehsildar/ Additional Tehsildar of Government of Odisha.

NOTE3:

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: **01.01.2022**

(7.2) Reference Date for Calculating Qualification and Experience: **01.12.2022**

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 and borne by the candidate.

9. Selection Process:

Scrutiny of applications, received through online mode, shall be done using minimum eligibility criteria (age, qualification, experience, 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, shall be carried out as per the process approved by WSC for each position.

| Table 2, Selection Methodology | | | | | | | |
|---------------------------------------|-------------------------|-----------------------|----------------------|----------------|-------------------|-----------------------|-------------------------------------|
| Sl. No. | Name of the Post | School | Total Vacancy | Written | Skill Test | Interview/Demo | Weighate of Different Stages |
| 1 | Deputy Director | Administration | 1 | NO | NO | YES | Interview-100% |
| 2 | Course Manager | School of Engineering | 2 | NO | NO | YES | Interview-100% |
| 3 | Course Manager | School of Services | 2 | NO | NO | YES | Interview-100% |
| 4 | Manager | Academy | 1 | NO | NO | YES | Interview-100% |

| | | | | | | | |
|----|---|-----------------------|----|-----|-----|-----|---|
| 5 | Trainer-Vertical Transportation (Electrical & Mechanical) | School of Engineering | 16 | YES | YES | YES | Written Test-30% Skill Test-50% Interview-50% |
| 6 | Trainer-Precision Engineering | School of Engineering | 16 | YES | YES | YES | Written Test-30% Skill Test-50% Interview-50% |
| 7 | Trainer-Services | School of Services | 30 | YES | YES | YES | Written Test-30% Skill Test-50% Interview-50% |
| 8 | Trainer- Academy | Academy | 31 | YES | YES | YES | Written Test-30% Skill Test-50% Interview-50% |
| 9 | Officer | Administration | 15 | YES | NO | YES | Written Test-40% Interview- 60% |
| 10 | Pedagogy Specialist | Academy | 4 | NO | YES | YES | Skill Test-40% Interview- 60% |
| 11 | Curriculum and Assessment Specialist | Academy | 2 | NO | YES | YES | Skill Test-40% Interview- 60% |
| 12 | Personal Assistant | Administration | 5 | YES | YES | NO | Written Test-80% Skill Test- 20% |

Important Points:

Selection ratio after the Written Test (WT)

- a) This is applicable for the positions of Trainer-Academy, Trainer-Services, Trainer-Vertical Transportation, Trainer-Precision Engineering, Personal Assistant (PA) and Officer.
- b) After the completion of the Written Test (WT) the candidates will be called in the ratio **1:5** based on merit. This ratio will be applicable for each category (both reserved and unreserved) as per the Detailed Advertisement.

c) In case sufficient candidates are not available as per the above-mentioned ratio, then also recruitment will be conducted as applicable for the post.

2. In case of non-availability of eligible/suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible & suitable male candidate(s) of the same category.

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 Written Test (WT):

Written Test (WT) shall be conducted for the position of Trainer-Academy, Trainer-Services, Trainer-Vertical Transportation, Trainer-Precision Engineering, Personal Assistant (PA) and Officer.

(9.1.1) OMR based MCQ (Multiple Choice Questions) **Written Test (WT)** shall be organised in **Bhubaneswar**. WSC reserves all rights to assign any centre without obtaining any consent of the candidate/applicant. Request for change in center is not allowed. **Written Test will be tentatively held on 1st week of January, 2023.**

(9.1.2) The **E-admit Card** shall be made available for downloading from 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) The **Written Test (WT)** 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 Candidates** scoring highest marks in the WT 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 will be as per the selection methodology as mentioned in the Table-2, based on the category-wise rank order obtained in WT (If applicable).

(9.1.7) In the case of candidates scoring equal marks in **WT**, 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.

(9.1.7) For different categories of posts, WSC shall fix a minimum cut-off based on the performance of the candidates at each stage of selection. Based on the cut-off; the candidates will be called for the subsequent rounds of selection.

9.2. Skill Test:

- a) Skill Test is only applicable for positions of **Pedagogy Specialist, Curriculum and Assessment Specialist, Trainer-Services, Trainer-Academy, Trainer- Vertical Transportation, Trainer- Precision Engineering 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) For the Position of Deputy Director, Manager and Course Manager, candidates meeting the eligibility criteria will be called for the Interviews.
- c) For the Position of Pedagogy Specialist and Curriculum & Assessment Specialists, candidates meeting the eligibility criteria will be called for the Skill test and Interviews.
- d) 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 short listing, 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/& Personal Interview as applicable for the post 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 for the mentioned positions.

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

(11.14) A candidate has to appear in all the stages of the examination as per the Selection methodology mentioned in the Table-2 without which his/her candidature will not be considered for further/final selection.

(11.15) In a certain category of a post, WSC may decide to allocate any particular position pertaining to that category as seen fit & competent. Request regarding change in allocation of position from any candidate shall not be entertained.

12. Online Application Process:

(12.1) Eligible candidates may view the job details and apply online at www.worldskillcenter.org

(12.2) Online Submission of Applications commences from **07.12.2022 at 08:01 PM (IST)**.

(12.3) Last Date for Receipt of Online Applications is **22.12.2022 at 11:59 PM (IST)**

(12.4) Last Date of Fee Submission: **24.12.2022 at 11:59 PM (IST)**. **Only for those applications which are submitted on or before 22.12.2022 at 11:59 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) 10th/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 **December 24, 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

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

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) 10th/HSC and 10+2 Mark sheet 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 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 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 **24.12.2022 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 record.

15. Issue of Offers:

The posting and issue of offer letters to the candidates will be subject to the approval from the competent authority.

16. CONTACT DETAILS:

- a) For technical assistance while filling ONLINE APPLICATION FORM please contact numbers available on the website
- b) For any queries related to the recruitment, call on the **Toll-Free No-1800-266-6002 (10:00 AM to 05 PM, Working Days)**

**Sd/-
Deputy Principal, WSC**

