

Dattopant Thengadi National Board for Workers Education & Development  
Ministry of Labour & Employment, Govt of India  
New Delhi

**Vacancy Circular**

**Subject: Appointment of Young Professionals on Contract basis in the DTNBWED, New Delhi**

1. Applications are invited from the eligible Indian citizens for filling up of one post of Young Professional- Skill Development in Dattopant Thengadi National Board for Workers Education & Development (an autonomous body under Ministry of Labour & Employment, Govt of India, New Delhi on contract basis. The details regarding the period of engagement, educational qualifications, experience, age, nature of duties etc. in respect of the post are as under:

**Details for the post of “Young Professionals – Skill Development**

S. No.	Description	Particulars
1	Name of Position	<b>Young Professional – Skill Development</b>
2	Number of Vacancies	01 (One)
3	Method of Recruitment	Contract Based through Open Market
4	Age	20 to 45 Years
5	Tenure	<b>11 Months – Subject to Performance</b> The engagement would be purely on contractual basis However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reason.
6	Essential Qualification & Skills	Candidates must possess Graduate/Post Graduate qualification from a recognized University/Institution in any of the following disciplines: <ul style="list-style-type: none"> <li>• Rural Management/ Rural Development</li> <li>• Social Work/ Development Studies/ Public Administration/ Sociology</li> <li>• Economics / Labour Studies/ Human Resource Management</li> <li>• Any other related or equivalent discipline</li> </ul> <p><b>Required Skills</b></p> <ul style="list-style-type: none"> <li>• Strong understanding of the Skill Development Ecosystem</li> <li>• Knowledge of MS Office, Portal activities of SIDH, NSDC, MIS entries</li> <li>• Knowledge of Government Skill Development Schemes and implementation frameworks</li> <li>• Familiarity with NCVET compliance, NSDC processes, and training partner operations</li> <li>• Strong documentation, drafting, and reporting skills</li> <li>• Excellent coordination and stakeholder management abilities</li> <li>• Good communication and interpersonal skills</li> <li>• Proficiency in MS Office, especially Excel, MIS tools, and documentation systems</li> <li>• Ability to work independently in high-compliance government project environments</li> </ul>
7	Desirable & Experience	<ul style="list-style-type: none"> <li>• Relevant professional experience in Skill Development Projects</li> <li>• Community connection and participant Mobilization</li> <li>• Skill related Project implementation</li> </ul>

		<ul style="list-style-type: none"> <li>• Hands on knowledge on SIDH portal operation and formalities regarding accreditation of Training Centre and compliance for other related guidelines.</li> <li>• Placement of candidates in the Construction industries.</li> </ul>
8	Nature of duties	<p>Provide overall leadership, direction, and strategic guidance for the third-Party Skill Development Projects.</p> <p><b>1. Coordination of Skill Development Projects</b></p> <ul style="list-style-type: none"> <li>• Develop annual action plans, budgets, and timelines, and ensure smooth implementation of all project activities.</li> <li>• Coordinate third-party skill development projects and other government-sponsored training programs</li> <li>• Monitor project progress and ensure timely implementation as per approved guidelines</li> <li>• Promote innovation and technology-driven solutions to improve efficiency and transparency in project management.</li> </ul> <p><b>2. Project Management and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Maintain records of all ongoing training programs, batches, candidates, assessments, certifications, and placement tracking</li> <li>• Track project milestones and ensure smooth execution of all operational activities</li> <li>• Maintain high quality standards in training delivery, infrastructure, trainers, assessments, and curriculum.</li> <li>• Establish a robust monitoring and reporting system to track project progress, outcomes, and compliance.</li> <li>• Conduct timely reviews with training partners and ensure timely implementation of the program.</li> </ul> <p><b>3. Correspondence and Communication</b></p> <ul style="list-style-type: none"> <li>• Manage day-to-day official correspondence related to skill development projects</li> <li>• Draft letters, emails, reports, proposals, concept notes, and communication with training partners and stakeholders</li> </ul> <p><b>4. File and Record Management</b></p> <ul style="list-style-type: none"> <li>• Maintain proper documentation, project files, approvals, compliance records, audit documents, and training-related reports</li> <li>• Ensure systematic filing and timely retrieval of official records</li> </ul> <p><b>5. Stakeholder Coordination</b></p> <ul style="list-style-type: none"> <li>• Coordinate with training partners, assessment agencies, government departments, NSDC ecosystem stakeholders, and other implementing agencies industry stakeholders and Community Organizations</li> <li>• Facilitate issue resolution and ensure smooth project implementation</li> </ul> <p><b>6. Compliance and Guidelines</b></p> <ul style="list-style-type: none"> <li>• Ensure project implementation aligns with NCVET guidelines and other applicable scheme norms</li> <li>• Support compliance verification, audit requirements, and reporting obligations</li> </ul>

		<ul style="list-style-type: none"> <li>Ensure adherence to all regulatory, financial, and administrative guidelines of the Projects</li> </ul> <p><b>7. MIS and Reporting Support</b></p> <ul style="list-style-type: none"> <li>Analyze training MIS reports and support preparation of dashboards and management reports</li> <li>Monitor training progress, certification status, and performance indicators</li> </ul> <p><b>8. Additional Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform any other tasks assigned by senior officers/management from time to time</li> <li>Facilitate strong industry partnerships for placement, apprenticeship, and self-employment opportunities for trained candidates.</li> <li>Liaise with state and district authorities for technical support, documentation, and timely clearance of bills.</li> <li>Regularly report project progress, challenges, and recommendations to the Managing Committee, Project team, and other governing bodies.</li> </ul> <p><b>9. Social media and mass communication activities related to implementation of the scheme.</b></p>
9	Remuneration (consolidated)	Rs. 30,000/- (Rupees Thirty Thousand only) per month
10	Place of Posting	New Delhi

2. **General Terms and Conditions of Engagement:** General Terms and Conditions regarding engagement of consultants viz. Remuneration, Allowances, Age Limit, Leave etc. will be governed by the Guidelines for engagement of consultants/ Young Professionals. The Guidelines for engagement of consultants/Young Professionals are available on website of DTNBWED.

3. The above position will be on purely temporary basis till the completion of the Project which is approx. of 05 months. The competent authority also reserves the right to terminate the appointment at any time without assigning any reason/notice.

4. Applications from eligible candidates for the aforesaid position are invited in the enclosed Application Form. The application should reach the following address before the closing date of this vacancy circular; **the closing date of the Circular is 10.05.2026.**

**The Director General,  
Dattopant Thengadi National Board  
for Workers Education & Development,  
2<sup>nd</sup> Floor, Central Employment Exchange Building,  
Near Govt ITI, Pusa Road, New Delhi -110012**

6. Duly filled application form along with relevant documents may also be sent via e-mail on email: [director-general@cbwe.nic.in](mailto:director-general@cbwe.nic.in) followed by a hard copy.

7. Application received incomplete or after closing date will not be considered. **Only shortlisted candidates will be intimated and called for personal interaction or interview.**

8. DTNBWED reserves the right to reject any application without assigning any reason.

Encls.: As above

Copy to:  
**Official website of DTNBWED**

**Education Officer**