

<b>DATTOPANT THENGADI NATIONAL BOARD FOR WORKERS EDUCATION AND DEVELOPMENT</b> <b>(Ministry of Labour and Employment, Government of India)</b>	
Name of the Post	Young Professional
Duration	11 Months
No. of Vacancy	03
Education qualification	<p>Essential</p> <p><b>i. Academic</b></p> <ul style="list-style-type: none"> <li>Minimum Qualification Criteria - The candidate should either have a Bachelor's degree (in any discipline) with at least 3 years of experience or a Master's Degree (MBA/ Masters in Economics/ Psychology/ Sociology/ Operation Research/ Statistics/ Social Work/ Management/ Finance/ Commerce/ Computer Application etc.) with at least 2 years of experience.</li> <li>All the above stated degrees need to be recognized by UGC, AICTE etc..</li> </ul> <p><b>ii. General:</b></p> <ul style="list-style-type: none"> <li>Apart from proficiency in English language (mandatory), the candidate should be proficient in at least 1 other languages Hindi/any Regional language (Reading, writing and speaking proficiency).</li> <li>Candidate with experience in the areas of HR, Management, Analysis and Psychology etc shall be preferred.</li> <li>Candidate should have strong interpersonal communication, and organizational skills</li> <li>Basic knowledge of MS Office</li> <li>The candidate should have typing speed of at least 40 WPM in English.</li> <li>Candidate should have sound knowledge of Labour Laws and Labour studies.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>Knowledge of computers/MS Excel/MS PowerPoint</li> <li>Candidate should have an ability to take initiative to make things happen and having self motivation.</li> <li>Should be skilful / tactful to work and navigate their way through a challenging environment of the Government system</li> <li>Should be able to Work under limited supervision using standardized practices and/or methods</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in Training programme monitoring/ evaluation or Project Appraisal or Training programme/ policy research would be an added advantage. Candidates should possess strong analytical, communication (both written &amp; verbal), interpersonal skills and basic proficiency in Microsoft Office.</li> </ul>
Nature of Duties	<p><b>The YP shall assist the higher Authorities of the Board in the following</b></p> <ul style="list-style-type: none"> <li>Human Resource related matters like Social Sciences, Public Relations, Economic matters to interact with Government, other liaison work and collaborations with different stakeholders, skilling/upskilling/reskilling of the workers especially in the unorganized sector.</li> <li>Effective coordination, planning, implementation, monitoring, and evaluation of DTNBWED's initiatives.</li> <li>Providing support to offices, liaisoning, and participate in the preparation of workshops and technical meetings, etc. among other responsibilities.</li> <li>Developing Case studies</li> <li>Preparation of PPTs and reports.</li> <li><b>Any other work assigned by DTNBWED as per the requirement.</b></li> </ul>
Remuneration	Rs.30,000/- (Consolidated)
Age Limit	24 to 40 years as on last date of submission of application
Date of Advertisement	-
Closing Date	28.04.2025