

**V.V. Giri National Labour Institute**

**Sector-24, Noida**

**(An Autonomous Body established by Ministry of Labour & Employment, Government of India)**

**Recruitment for the post of Programme Officer (Un-reserved)**

Applications are invited for one post of Programme Officer (Un-reserved) Group 'A' Non-Gazetted to be filled up in the pay matrix level Level 10 (Rs. 56100-177500).

<b>Last date of Application :</b>	<b>50 days from the advertisement in the Employment News</b>
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**Job Descriptions:**

- Planning, organising and Co-ordinating activities of the programme Section.
- Preparing Annual Training Programme Calendar.
- Planning and organising Institute's training programmes and seminars/workshops.
- Providing logistic & administrative support to Institute's training programmes and seminars/workshops.
- Co-ordinating and ensuring adequate participation in training programmes.
- Co-ordinating training material requirements.
- Liaisoning with organisations for In-house & inter-house training programmes
- Liaisoning with other Institutions for collaborative training programmes.
- Coordination with Ministry of External Affairs for International Training Programmes.
- Arranging lodging & boarding for the participants of the training programmes.
- Any other work assigned by superior authorities.

**Essential Qualification:**

- i) MBA with 60% marks or equivalent grade **and**

2 years' experience in planning, organising and coordinating activities of training programme/seminars/workshops, monitoring and evaluation of training programmes and experience of providing logistics and administrative support to Institutes training programmes in Govt. Offices/PSU/Autonomous body/Statutory body/Commercial Organisation of repute.

**OR**

- ii) Master Degree in any discipline from recognized University with 55 % marks or equivalent grade **and**

4 years' experience in planning, organising and coordinating activities of training programme/seminars/workshops, monitoring and evaluation of training programmes and experience of providing logistics and administrative support to Institutes training programme in Govt. Office/PSU/Autonomous body /Statutory body/Commercial Organisation of repute.

**Age:**

Not exceeding 30 years

Relaxable of Government servants, SC/ST candidate's by 5 years & OBC by 3 years as per Central Government Provisions from time to time.

Interested persons may forward complete Curriculum Vitae in the enclosed format, along with self-attested copies of supporting documents/ certificates, if any, subscribing the cover " Application for the post of Programme Officer" to the Director General, V.V. Giri National Labour Institute, Sector-24, NOIDA-201301, Uttar Pradesh.

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