



GOVERNMENT OF TAMIL NADU
TAMIL NADU SKILL DEVELOPMENT CORPORATION



1st Floor, Integrated Employment office Building,
Alandur Road, Thiru.Vi.Ka. Industrial Estate, Guindy,
Chennai-600 032

Notification No: SDCRNF-01/2023, dt: 05.01.2023

Mission

Handhold, motivate, guide and skill the students in educational institutions by offering the requisite training to enhance capabilities making them industry relevant and employable.

The TNSDC wishes to recruit eligible candidates on contractual basis for the following posts:

Position	VP – Career Portal – 1 No
Qualifications	B Tech/BE/MCA/MSc (Computer Science / IT) or equivalent from any recognised university
Relevant Experience	10+years in a managerial role or relevant experience. Excellent knowledge of technical management, management of computer hardware/software systems. Expertise in data centre management and data governance. Hands-on experience with computer networks, software development, Team management and cyber security.
Broad Job Description	<ul style="list-style-type: none">✓ Manage Naan Mudhalvan platform for use of school and college students✓ Controlling and evaluating platform operations✓ Plan, organize, control and evaluate content on NM platform✓ Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance✓ Manage registration of candidates, digital content delivery, assessment and certification online✓ Manage cloud server, storage space and requirements for the smooth functioning of the system✓ Procurement of software services and products✓ Identify problematic areas and implement strategic solutions in time✓ Preserve assets, information security and control structures

Salary range for VP – Rs 1.5 lakhs to Rs 2.5 lakhs / month

Position	AVP – Industry Engagement (MEAC) -1 No
Qualifications	MBA from any recognised business school or B Tech / BE from any recognised university.
Relevant Experience	5+ years of experience in Senior position in any of the Key Sectors (Manufacturing, Electronics, Automobile, Construction etc.) Excellent skills in developing relationships with key decision-makers in corporate.
Broad Job Description	<ul style="list-style-type: none"> ✓ Facilitate to onboard leading industries in Manufacturing, Electronics ,Automobile, Construction as skilling partners ✓ Identify key areas of collaboration with industry on enhancing skills of students to make them industry relevant ✓ Aggregate human resource demand of industries sector-wise and plan for resource skilling in educational institutions ✓ Coordinate internship and OJT of students with industries ✓ Manage virtual internships ✓ Advise and facilitate curriculum modification in tune with industry need ✓ Be a key personnel in helping the industry in fostering academia industry linkage and establish Tie-ups with them ✓ Identify key areas of collaboration with industry on enhancing skills of students to make them industry relevant ✓ Facilitate add-on courses in colleges/schools to skill to demand ✓ Identify and manage skilling in emerging technology ✓ Identify partners for technical skilling of students ✓ Coordinate educational institutions to partner with the technical partners to offer the skill sets identified to students ✓ Industry-specific overview of placement opportunities in universities ✓ Facilitate curating courses with academic councils as per the industry need ✓ Collaborate with leaders/achievers in various disciplines and arrange for mentorship of students ✓ Monitor delivery of content & pedagogy ✓ Engage continuously with academia and industry to vitalise the skill ecosystem

Position	AVP – HR & Training - 1 No
Qualification	MBA (HR) from any recognised business school or related field
Relevant Experience	5+ years as HR Manager in a reputed organisation/MNC involved effectively manage the human resources of an organization to optimize productivity, profitability and employee satisfaction.
Broad Job Description	<ul style="list-style-type: none"> ✓ Responsible for coordinating all administrative activities related to personnel ✓ Develop recruitment strategies for onboarding new employees ✓ Plan and Implement systems for managing staff benefits, payroll ✓ Oversee and manage a performance appraisal system that drives high performance ✓ Assess training needs of employees and arrange for capacity building ✓ To bridge relations between management and employees by addressing different types of issues ✓ To participate in the business meetings and seminars ✓ To develop and monitor annual budgets of every department for organizing events ✓ Facilitation of tours and visits

Salary range for AVP – Rs 1 lakh to 1.5 lakhs / month

Position	Senior Associates (Service Industry) – 1 No
Qualifications	MBA / BBA from a recognised business school or B Tech / BE from recognised university or relevant qualification
Relevant Experience	3+ years of experience in in any of the Key service Sectors (IT, ITeS, BFSI, Media/Entertainment, Hospitality / Tourism.)
Broad Job Description	<ul style="list-style-type: none"> ✓ Facilitate to onboard industries in service sector as skilling partners ✓ Facilitate in identifying areas of collaboration with industry ✓ Facilitate aggregation of human resource demand of industries sector-wise ✓ Engage with educational institutions to onboard them ✓ Manage delivery of add-on courses in colleges/schools to skill to demand ✓ Coordinate educational institutions to partner with the technical partners to offer the skill sets identified to students ✓ Arrange for placement tie-ups with industries

	<ul style="list-style-type: none"> ✓ Scheduling the time table for colleges with industry mentors ✓ Develop continuous engagement of industry with colleges ✓ Coordinate conduct of add-on courses for students ✓ Registration, selection, assessment and certification of students ✓ Work closely with the training partner and college to ensure that training is provided seamlessly
Position	Senior Associates (MEAC) -1 No
Qualifications	MBA / BBA from a recognised business school, or B Tech / BE from any recognised university or relevant qualification
Relevant Experience	3+ years of experience in in any of the Manufacturing Sectors (Manufacturing, Electronics, Automobiles, Construction etc)
Broad Job Description	<ul style="list-style-type: none"> ✓ Facilitate to onboard industries in service sector as skilling partners ✓ Facilitate in identifying areas of collaboration with industry ✓ Facilitate aggregation of human resource demand of industries sector-wise ✓ Engage with educational institutions to onboard them ✓ Manage delivery of add-on courses in colleges/schools to skill to demand ✓ Coordinate educational institutions to partner with the technical partners to offer the skill sets identified to students ✓ Arrange for placement tie-ups with industries ✓ Scheduling the time table for colleges with industry mentors ✓ Develop continuous engagement of industry with colleges ✓ Coordinate conduct of add-on courses for students ✓ Registration, selection, assessment and certification of students ✓ Work closely with the training partner and college to ensure that training is provided seamlessly
Position	Senior Software Associates / IT Coordinator -2 Nos
Qualifications	B Tech / BE / MCA / M.Sc from any recognised university
Relevant Experience	3+ years in software development. Relevant experience in portal design, App developments & maintenance, Edutech platform designing and maintenance

Broad Job Description	<ul style="list-style-type: none"> ✓ Manage Naan Mudhalvan platform for use of school and college students ✓ Integrating the NM platform/TNSDC platform with other database to create unified skill registry ✓ Dynamically manage addition/deletion of job roles, free and paid digital education content on the portal ✓ Manage registration of candidates, digital content delivery, assessment and certification online ✓ Manage cloud server, storage space and requirements for the smooth functioning of the system ✓ Identify problematic areas and implement strategic solutions in time ✓ Coordinate with different stakeholders to ensure smooth delivery of training
Position	Senior Associates – Media -1 No
Qualifications	Bachelor’s degree in Visual Communication, Journalism, Media, Marketing or relevant field
Relevant Experience	3+ years experience in a reputable digital marketing agency / MNC / corporate house, with a demonstrable experience leading and managing SEO / SEM, email campaigns, social media campaigns and / or digital advertising campaigns
Broad Job Description	<ul style="list-style-type: none"> ✓ Manage planning, implementing, managing and monitoring company's Social Media strategy in order to increase brand awareness, improve Marketing efforts and increase sales. ✓ Community Management, Content Marketing, Content Writing, Social Media Marketing (SMM), and Web Analytics. ✓ Generate, edit, publish and share engaging content daily (e.g., original text, photos, videos and news) ✓ Building a social media presence by maintaining a solid online presence on all the social media handles ✓ Building brand awareness by engaging relevant influencers, by justifying the selection of each influencer ✓ Managing our online communities to ensure respectful and appropriate engagement ✓ Responding to comments on each of our accounts, by creating an SLA and escalation metrics

Salary range for SA – Rs 50,000 to Rs 80,000 / month

Position	Project Manager (Competitive Exam)-No.1
Qualifications	MBA from a recognized University/Business school Or Post Graduation from any recognized University.
Relevant Experience	<ul style="list-style-type: none"> ✓ Minimum 3-4 years of working experience in Teaching and Coaching for UPSC – Civil services Exams (CSE) ✓ Experience in co-ordinating and managing UPSC - course modules for Prelims and Mains. ✓ Experience in mentoring aspirants for exam preparation.
Broad Job Description	<ul style="list-style-type: none"> ✓ Analysing the trends in each stage of exam process (Prelims and Mains) ✓ Understanding the changing dynamics of UPSC trends and formulating courses in enhancing the required skills of the aspirants. ✓ Analyse skill gaps of the aspirants and imparting them with necessary resources. ✓ Engage with educational institutions/ Study circles/ District employment exchanges for registration of students. ✓ Coordinate with the service provider on training delivery ✓ Facilitate mobilisation of candidates for training programs. ✓ Quality assessment of training provided. ✓ Monitoring the conduct of training. ✓ Overall supervision and coordination of the training ecosystem in the field.

Salary : Rs.80,000 to Rs 100000/month

Position	Program Manager District - (various vacancies)
Qualifications	MBA from a recognised business school/ MSW / Post Graduation in Developmental studies/ Any post graduate (70% above aggregated)
Relevant Experience	At least 3+ years Education industry experience or relevant experience
Broad Job Description	<ul style="list-style-type: none"> ✓ Engage with educational institutions – schools and colleges for registration of students ✓ Coordinate with the service provider on training delivery ✓ Facilitate mobilisation of candidates for skilling programs in coordination with line Departments ✓ Quality assessment of training provided ✓ Monitoring the conduct of training ✓ Overall supervision and coordination of the training ecosystem in the District

Salary – Rs 80,000 to 1 lakh / month

Position	Project Associate (6 Nos)
Qualifications	MBA from recognised business school/MSW/ Any post graduate (70% above aggregated)
Preferred Experience	At least 2year Experience in project formulation and execution.
Broad Job Description	<ul style="list-style-type: none"> ✓ Assess training needs of the district. ✓ Assist in preparation of district skill plan. ✓ Analyse skill gaps and identify industry partners for skilling. ✓ Liaise with industries to aggregate skill need and demand. ✓ Special project preparation & execution for dying arts & traditional craft. ✓ Facilitate demand driven, industry led, placement linked skilling programs.

Salary : Rs.60,000 to Rs 80,000/month

Position	MIS Analysts - District (Various Posts)
Qualifications	<ul style="list-style-type: none"> ✓ Should be a full-time graduate in IT/ Computer Science (BE/B. Tech/ B Sc. Computer Science/ BCA/ or any other degree with knowledge of IT/Computer Science) from a recognized university
Preferred Experience	<ul style="list-style-type: none"> ✓ Minimum 1 year of experience in data collation/ data maintenance/ data management/ MS Excel or other similar data management or data analytics tools
Broad Job Description	<ul style="list-style-type: none"> ✓ Creating and maintaining district level MIS w.r.t. enrolment, centre capacity, assessment pendency, placement, finances etc. feedback loops in the defined regions/districts ✓ Assisting district level operations ✓ Undertaking data collation and updating district level data for maintenance of state and district level MIS systems on district level demand supply trends, enrolments, training, placements, employment statistics, etc. ✓ Undertaking periodic (monthly, quarterly, half-yearly and annual) data collation from training partners and training centers at district level for collation at headquarters ✓ Development and implementation of frameworks for quality assurance under SANKALP. ✓ Ensure data quality control ✓ Manage district level project data. ✓ Prepare a central data base of project details under SANKALP

Salary : Rs 20,000/month

Mode of application: Online

Application Link: <https://mis.sids.co.in/tnsdc2>

Note: Application link will be activated on 10.01.2023 by 6.00 PM.

Instruction to applicants:

1. Candidates from Tamil Nadu only need to apply.
2. Candidates canvassing in any form will be disqualified.
3. The TNSDC has the right to increase the Number of posts mentioned above or decrease the same.
4. The TNSDC has the right to change or modify any condition regarding recruitment.
5. Candidates are advised to apply through online. Applications submitted through any other mode will not be considered.
6. All the notifications/updates related to this recruitment process will be posted only through TNSDC website www.tnskill.tn.gov.in.
7. The positions are purely by contractual basis, based on the requirement it will be extended further.

Deadline for application:31.01.2023

Managing Director