

# NATIONAL SKILL TRAINING INSTITUTE (NSTI) SHIMLA

SIEMAT BUILDING, ADJACENT TO DIET CAMPUS, SHAMLAGHAT, SHIMLA (H.P.)-171014

Phone No:- 0177-277-5999 nstishimla@gmail.com

## ADVERTISEMENT FOR RECRUITMENT OF GUEST FACULTY

(Purely on temporary basis)

Applications are invited from the Professionals to conduct the following training program at NSTI (W) Shimla.

Sr.No	Courses Details
1.	Stenographer Secretarial Assistant (English) (CTS) – (SSA)
2.	Desk Top Publishing Operator (CTS) – (DTPO)

### 1. Minimum Educational Qualification (s) For SSA: -

B.Voc./Degree in Commerce/ Arts (with Shorthand & Typing)

OR

02 Years Diploma in commercial practice.

OR

NTC/NAC in Stenographer Secretarial Assistant (English)

### 2. Minimum Educational Qualification (s) For DTPO: -

B.Voc./Degree in Printing Technology from UGC recognized University.

OR

02 Years Diploma in Printing Technology from recognized board or relevant advanced Diploma (Vocational) from DGT.

OR

NTC/NAC in Desk Top Publishing Operator

**Mandatory Qualification:** - CITS/RPL in relevant trade.

**Remuneration for the post (s):** As per DGT norms.

**Period of Contract:** - Initially for the period of Three Months may be extended as per requirement.

**Application Fee:** - Nil

**Selection process:** - Selection criteria will be based on written and skill tests.

### Note:-

1. Application along with C.V. should reach to NSTI, Shimla by post or email within 10 days of the publication of this advertisement.
2. Degree Holder 1 years experience. For Diploma Holder 2 Years experience. For ITI/ NTC Holder 03 years experience.
3. Only shortlisted candidate will be called for interview.
4. No TA/DA will be paid for the interview.
5. Application form may be downloaded from [www.nstishimla.dgt.gov.in](http://www.nstishimla.dgt.gov.in)

**\*Engagement of Guest Faculty is purely on temporary basis and the appointment can be cancelled at any time without providing any reason by engaging authority (RD/HoD).**

# APPLICATION FORM

Self Attested Photo

Dated: \_\_\_\_\_

1. Trade: \_\_\_\_\_
2. Candidate Name (In block letters) Miss/Mrs. \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Mother's Name: \_\_\_\_\_
5. Correspondence Address (attach proof) : \_\_\_\_\_  
City \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ Pin \_\_\_\_\_
6. Mobile No. \_\_\_\_\_
7. E-Mail ID \_\_\_\_\_

**8. Education Qualifications ( Attach proofs ) :**

Exam Passed	Board University	Year	Trade	Marks		Percentage of marks in aggregate
				Total	Obtained	
10 <sup>th</sup>						
+2						
CTS						
CITS						
DIPLOMA/DEGREE						

9. Date of Birth (in dd-mm-yyyy) \_\_\_\_\_  
(Attach 10<sup>th</sup> certificate)
10. Category: Attach Proof  
(a) Gen/SC/ST/OBC \_\_\_\_\_
11. Aadhar Card No. (attach proof): \_\_\_\_\_
12. Marital Status: \_\_\_\_\_
13. Nationality: \_\_\_\_\_

Name & Signature of the Applicant