



भारत सरकार
Govt of India
कौशल विकास एवं उद्यमशीलता मंत्रालय
Ministry of Skill Development & Entrepreneurship
(प्रशिक्षण महानिदेशालय)
(Directorate General of Training)
राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला) शिमला
National Skill Training Institute (Women) Shimla
शमलाघाट हिमाचल प्रदेश 171014
Shamlaghat Himachal Pradesh-171014



Skill India
कौशल भारत-कुशल भारत

NSITS-D-12011/03/2023/499

दिनांक:- 26, August, 2025

Engagement of Guest Faculty

National Skill Training Institute, Shimla invites applications from the eligible candidates for engagement as Guest Faculty (GF) for conducting the following courses:

S.No.	Name of Course	No of Post
1.	Secretarial Assistant (English) CTS	01 Nos.
2.	Desktop Publishing Operator CTS	01Nos.
3.	Fashion Design & Technology CITS	01 Nos.
4.	Draughtsman (Civil) CITS	01 Nos.
5.	Training Methodology CITS	01 Nos.

1. Trade Theory and Trade Practical classes for the session 2025- 26 in the trade "Stenographer Secretarial Assistant (English)," under Crafts Training Scheme (CTS) at NSTI(W), Shimla.

Educational Qualification of GF for Trade Theory & Practical for Stenographer Secretarial Assistant (English) under CTS is mentioned below:

B.Voc. / Degree in Office Management /Secretarial Practice / Modern Office Management from AICTE/ UGC recognized University with one year experience in relevant field.

OR

Diploma (3 years duration) in Secretarial Practice / Modern Office Management from recognized University /Board or relevant Advanced Diploma (Vocational) from DGT with two years' experience in relevant field.

OR

NTC/NAC passed in Stenographer Secretarial Assistant (English). Secretarial Practice (English) trade with three year experience in the relevant field.

Essential Qualification:

Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.

2. Trade Theory and Trade Practical classes for the session 2025- 26 in the trade "Desktop Publishing Operator," under Crafts Training Scheme (CTS) at NSTI (W), Shimla.

Educational Qualification of GF for Trade Theory & Practical for Desktop Publishing Operator under CTS is mentioned below:

B.Voc./Degree in Computer Science/ Computer Application/ Information Technology/ Printing Technology from UGC recognised university with one-year experience in computer application and Desktop Publishing.

OR

Diploma (Minimum 2 years) in Computer Science/Computer Application/ Information Technology/ Printing Technology from recognised board of education or relevant Advanced Diploma (Vocational) from DGT with two years experience in computer application and Desktop Publishing.

OR

NTC/NAC passed in the trade of "Desktop Publishing Operator" with three years experience in the relevant field.

Essential Qualification:

Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.

3. Trade Theory and Trade Practical classes for the session 2025- 26 in the trade "Fashion Design & Technology" under Crafts Instructors Training Scheme (CITS) at NSTI(W), Shimla.

Educational Qualification of GF for Trade Theory & Practical for Fashion Design & Technology under CITS is mentioned below:

B.Voc/Degree in Fashion Technology/ Fashion Designing and Technology from AICTE/ UGC recognized Board / University with two years experience in relevant field.

OR

Diploma (Minimum 2 years) in Fashion Technology/ Fashion Designing and Technology from recognized Board / University with five years experience in relevant field.

OR

Ex-serviceman from Indian Armed forces with 15 years of service in related field as per equivalency through DGR. Candidate should have undergone methods of instruction course or minimum 02 years of experience in technical training institute of Indian armed forces.

OR

NTC/ NAC passed in 'Fashion Design and Technology' trade with seven years experience in relevant field.

Essential Qualification:

Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.

4. Trade Theory and Trade Practical classes for the session 2025- 26 in the trade "Draughtsman (Civil)" under Crafts Instructors Training Scheme (CITS) at NSTI(W), Shimla.

Educational Qualification of GF for Trade Theory & Practical for Draughtsman (Civil) under CITS is mentioned below:

B.Voc/Degree in appropriate branches of Civil Engineering from AICTE/UGC recognized University with two years experience in relevant field.

OR

03 years Diploma in appropriate branches of Civil Engineering from AICTE/ recognized Board/ University with five years experience in relevant field.

OR

Ex-serviceman from Indian Armed forces with 15 years of service in related field as per equivalency through DGR. Candidate should have undergone methods of instruction course or minimum 02 years of experience in technical training institute of Indian armed forces.

OR

NTC/ NAC passed in the Draughtsman (Civil) trade with seven years experience in relevant field.

Essential Qualification:

Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.

5. Training Methodology Theory and Training Methodology Practical classes for the session 2025- 26 under Crafts Instructors Training Scheme (CITS) at NSTI(W), Shimla.

Educational Qualification of GF for Training Methodology Theory and Training Methodology Practical classes under CITS is mentioned below:

B.Voc/Degree in relevant branches from AICTE/UGC recognized University with two years experience in relevant field.

OR

03 years Diploma in relevant branches from AICTE/ recognized Board/ University with five years experience in relevant field.

OR

Ex-serviceman from Indian Armed forces with 15 years of service in related filed as per equivalency through DGR. Candidate should have undergone methods of instruction course or minimum 02 years of experience in technical training institute of Indian armed forces.

OR

NTC/ NAC passed in the relevant trade with seven years experience in relevant field.

Essential Qualification:

Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.

For more details and application form, please visit the website: <https://nstiwshimla.dgt.gov.in>

The application in the prescribed format along with the enclosures may be sent to "The Principal, NSTI Shimla adjacent to DIET CAMPUS, Shamlaghat, Himachal Pradesh 171014 on or before 20/09/2024 up to 4.00 PM by post or hand. [Working hrs: 9.30 AM to 5.30 PM Monday to Friday].

The selection would be based on merit and short-listed candidate will be invited for the selection process (MCQ Written Test, Skill Test, and Teaching Practice) at the Institute. Engagement of GF is purely on temporary basis. Remuneration rate per hour for GF is Rs.250/- per hour for courses under CITS and Rs.200/- per hour for courses under CTS. Maximum emolument paid to any GF would not exceed the ceiling of Rs.30, 000/- during any calendar month.

The decision of the management will be final and binding on all candidates in all matters relating to eligibility, acceptance/ rejection of the applications, mode of selection, cancellation of the selection process, etc.

Copy to - IT Incharge.

Rishi's Kak
Head of office/PPL

कार्यालय प्रमुख
राष्ट्रीय कौशल प्रशिक्षण संस्थान (पीआईटी) शिमला
हिमाचल प्रदेश 171014

**NATIONAL SKILL TRAINING INSTITUTE (NSTI) FOR WOMEN,
Adjacent to DIET CAMPUS, Shamlaghat, Himachal Pradesh 171014**

Application for Faculty for course:- Stenographer Secretarial Assistant (CTS)/Desktop Publishing Operator (CTS)/Draughtsman Civil (CITS)/ Fashion Designing & Technology (CITS).

Application Form for Guest Faculty for Course_____

1. Name of the Applicant :
2. Name of Father/Husband :
3. Date of Birth(DD-MM-YYYY) :
4. Adhaar Number :
5. Present Address (In Full) :
6. Permanent Address :
7. E-mail :
8. Male/Female : Category
9. Age on (20-08-2025) : Material status
10. Languages (Read/Write) : Nationality
11. Academic/Technical/Professional Qualification:.....

SL.No.	Name of the Exam	Year	University/Board	%	Subjects

12. Experience

Sl.No.	Name of Organization Employer	Period		Name of duties
		From (DD/MM/YY)	To (DD/MM/YY)	

I, solemnly declare that the statement made by me above is correct to the best of my knowledge and belief.

Date: / /

Signature of the Candidate

Place:

(Name :.....)

List of enclosures to be attached (Failing which application will be rejected):

1. Passport size photographs – 2 Nos.
2. Self-attested photocopies of Academic/Technical/Prof. qualifications.
3. Self-attested photocopies of Experience Certificates.
4. Self-attested photocopy of aadhar.

Note:- Separate application should be filled for each course/subject, if applying for more than one discipline.