



**GOVERNMENT TOOL ROOM & TRAINING CENTRE**  
 RAJAJINAGAR INDUSTRIAL ESTATE,  
 BANGALORE – 560 010

**Requires Short Term Skill Training Co-Ordinator on contract basis**

**Applications are invited from eligible candidates for 'Short Term Skill Training Co-Ordinator' on Contract Basis in Government Tool Room and Training Centres.**

**Job Description :**Short Term Skill Training Co-ordinator

1	Qualification	B.E: Mechanical /Mechatronics /Instrumentation EEC/ EEE/Electrical
2	Consolidated pay	Rs. 50,000/-
3	Age	Maximum 35 years as on 28-06-2022
4	Experience	3-5 Years in: Marketing/Training/Maintenance/Service/Teaching/I&C of: Instruments /Automation Systems /Control Systems, Instruments/Electronic Systems /Electrical Systems.
5	Technical Skill Sets	Marketing /Presentation /Mechanical/Electrical & Electronics Circuits /Electrical & Electronics Systems /Automation & Robotics /Mechatronics
6	Duties & responsibility	<ul style="list-style-type: none"> <li>• Interaction with Institutions</li> <li>• Awareness programme about GTTC and Skilling programme</li> <li>• Presentations/Seminars</li> <li>• Interaction with Industry</li> <li>• Interaction with local authorities to conduct awareness programme</li> <li>• Mobilization of candidates for skilling</li> <li>• Interaction with Candidates to create awareness about career prospect</li> <li>• Documentation</li> <li>• Team building for mobilization activities</li> <li>• Grooming the students and faculty in life skills</li> <li>• Organising Campus Interview</li> <li>• Carrying out Technical Skill Development Training for Students</li> <li>• Brand and Training Courses Promotion in the nearby areas</li> <li>• Records maintenance and management reports as per instructions and demand</li> </ul>
7	Traits	<ul style="list-style-type: none"> <li>• Passion for Business Development in Skilling /Training</li> <li>• Very Good Communication –verbal and Non-Verbal &amp; Interpersonal</li> <li>• Learnability</li> <li>• Problem solving</li> <li>• Analytical</li> <li>• Pressure handling</li> <li>• Good Team player</li> <li>• Accountability</li> <li>• Pro-activeness</li> <li>• Bi-Lingual</li> </ul>
8	Location of work	Any District Centre all over Karnataka
9	Type of Job	1-2 years Contractual likely to get extended
10	Selection Process	Through interview by a expert panel
11	Time to join	Immediate