



## **An Approved Training Partner of NSDC**

**“SMARTSKILLS is a credible Skill Development organization operational in Chhattisgarh, Uttar Pradesh , Kerala , Telangana at present”**

**Job Opening Location: Raipur (Chhattisgarh)**

### **About us**

- We are a NSDC approved Training Partner who have been funded by NSDC primarily to enhance and support our Skill Development Training Initiative in India for a period of 10 years.
- Project Implementing Agency (PIA) in Chhattisgarh under DDU-GKY scheme of MoRD, Govt. of India.
- Training Partner affiliated to Logistics Sector Skill Council and Electronics Sector Skill Council under PMKVY 2016-20 scheme of NSDC.
- Established in the year 1991, the organization is involved in Skill Development Training & Placement.
- In a span of 27 years, the group promoters have imparted training & education to 1.25 lac candidates through its various institutions.
- We had been a JBR partner of PricewaterhouseCoopers Private Limited(PWC) for providing Resources with appropriate Skillset for the project – “Digital Secretariat for Mantralaya in the State of Chhattisgarh”.
- We had been a JBR partner of KPMG India’s vertical for providing I.T. solutions to the Government sector.
- Imparted computer and soft skills training to almost Fifty Thousand participants. Those include school students, corporate both Public & Private sector and Government employees and staff.
- Successfully trained about Twenty Five Thousand students of Govt. ITIs & Polytechnics at 19 locations in the state of Chhattisgarh by entering into a three year contract with Directorate of Employment & Training, Govt. of Chhattisgarh.

### **Network of Skill Training Centres**

- Has set up a network of Skill Training Centres in States of Chhattisgarh, Madhya Pradesh, Maharashtra, Kerala, Uttar Pradesh, Telangana.
- Work is on for the expansion of network in other States as well.

### **Key activities of the Organization**

- Providing sustainable livelihood to the aspirants through quality skilling and upskilling.
- To constantly assess the manpower need of the Industry and to provide suitably trained candidates as a solution to their need.

## Awards and Accolades for Skill Development

- An Award for “**Best Vocational Training Provider (VTP) - Training**” was conferred upon Smartskills Bits & Bytes (P) Ltd. on 18th July 2018 by IEN Education Pvt.Ltd.,New Delhi-a publisher of the “Career Option” magazine at Hotel Le-Meridien, New Delhi.
- An Award for “**Best Small Scale Private Organization – Training Program**” was conferred upon Smartskills Bits & Bytes (P) Ltd. on 9<sup>th</sup> of August 2017by ASSOCHAM, India during the Summit-Cum- Awards – Skilling India (2016-2017) event organized at New Delhi.
- An Award for “**Skill Development through PPP model**” was conferred upon Smartskills Bits & Bytes (P) Ltd. on 21<sup>st</sup> July 2017 by IEN Education Pvt.Ltd., New Delhi-a publisher of the “Career Option” magazine at Hotel Le-Meridien, New Delhi.
- An Award for “**Outstanding Contribution in Student Counselling**” was conferred upon Smartskills Bits & Bytes (P) Ltd. on 2<sup>nd</sup> April 2016byIEN Education Pvt.Ltd.,New Delhi-a publisher of the “Career Option” magazine atHotel Le-Meridien, New Delhi.
- An Award was conferred upon Smartskills Bits & Bytes (P) Ltd. for “**Innovation in Vocational Education and Skills Training**” by IEN Education Pvt.Ltd.,New Delhi-a publisher of the “Career Option” magazine on 28<sup>th</sup> July 2016 at Hotel Le-Meridien, New Delhi.

## JOB ROLES:

### 1) Sr. Manager – Placements



Shall be responsible for providing Placement support to our training centres by meeting time bound placement targets. Building good relationship with the industry resulting in On the Job Training (OJT) and Placement tie-ups. Relevant experience of minimum 5 years out of which at least 1 year should be in similar capacity . Candidates with good industry connect will be given preference . Handholding & guiding placement executives of training centres in doing placement tie-ups in their area & organizing job fairs would be essential. Age < 35 yrs. People having work experience in Skill Development or Educational Sector should only apply.

**Salary upto 4.0 lacs p.a. fixed + 2.0 lacs variable.**

### 2) Manager – HR & Admin



Implement organization’s HR policy and manage all aspects of staff recruitment viz. induction and training, monthly attendance, leave management, appraisals and statutory compliances etc. Supporting other departments in smooth operations, doing vendor management & facility management. Relevant experience of 3-4 years out of which at least 1 year should be in similar capacity . Age < 35 years. People having work experience in Skill Development or Educational Sector should only apply

**Salary upto 4.0 lacs p.a.**

### 3) Manager – Finance & Accounts



Candidate should be a C.A. or MBA (Finance) from a premier institution good academic track record & have at least 5 years of experience in similar position preferably in an educational setup. Should be able to handle accounts of a company/Society. Have to look after all the aspects of accounting related aspects under the DDU-GKY project on PFMS portal. Knowledge of GST is a must. Age < 35 yrs.

**Salary upto 5.0 lacs p.a.**

### 4) Accountant



Candidate should be M.Com/ ICWA (Inter) /CA (Inter) good academic track record & with 2-3 years of experience in handling accounts of a Company, Firm, Society etc. Age < 30 yrs.

**Salary upto 3.0 lacs p.a.**

### 5) Centre Manager



Should have teaching and administrative capabilities in Education & Training domain specifically in skilling domain. He/She would be responsible for looking after all the aspects of the training centre independently. Relevant experience of 3-4 years out of which at least 1 year should be in similar capacity. Shall be responsible for ensuring the adherence of the quality norms as mentioned in the Standard Operating Procedures of the DDU-GKY Scheme. Age < 35 years. People having work experience in Skill Development or Educational Sector should only apply.

**Salary upto 3.0 lacs p.a. + variable 1.0 lacs.**

### 6) Counsellor



They shall be an integral part of our marketing team and shall be responsible to meet the centre's mobilization/admission targets. They shall be instrumental in assisting the career aspirants to identify their skill training needs in order to make a satisfying career. A pleasing personality, good communication skill, influencing skills are some of the required attributes. Having relevant experience of 2-3 years out of which at least 1 year should be in similar capacity. Age < 30 yrs. People having work experience in Skill Development or Educational Sector should only apply

**Salary upto 2.0 lacs p.a. + variable 1.0 lacs.**

### 7) Trainers

Relevant training experience in the vocational domain would be preferred.



**Salary upto 4.0 lacs p.a.**

#### a) English Language

Should have proven track record in enabling people speak English fluently and correctly. Good communication skills & keenness to learn is a must. Knowledge of Soft Skills would be an added advantage.

b) **Logistics**

Preference shall be given to candidate who have worked in the logistics sector for at least two years, should be a good communicator and should have the ability to explain and teach to trainees. Candidate is expected to know about supply chain management viz warehousing, transportation, etc. IT skills are a must.

c) **Computer Hardware, Software, Networking- Installation and troubleshooting**

The trainer should be conversant with the troubleshooting of computer system including the peripherals. Should also know about installation and troubleshooting of various system and application softwares. Knowledge of Network installation and troubleshooting network connectivity shall be an added advantage.

d) **Soft Skills**

Should have proven track record as a soft skill trainer for at least 2 years. Corporate training experience would be a definite plus. Good communication skills & keenness to learn is a must.

**For all the above positions the candidate should essentially be professionally qualified in the relevant discipline.**

Note – For all positions work experience in Skilling domain in various Government schemes shall be given preference.

**Apply with recent colored photographs at [hr@bandbraipur.com](mailto:hr@bandbraipur.com) or drop your resume at 3rd floor , Ashirwad Towers , Beside Raj Theater , G.E. Road , Raipur .  
Call : 0771-2535667, 9009003333**