



The Planet Skill Development Mission (TPSDM)

ISO 9001:2015 & 21001:2018 Certified

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Applications are called for Selection of Candidates for below mentioned posts (purely on Contract basis), The desirous candidates need to apply **ONLINE** vide displayed the TPSDM website:- www.theplaneteducation.net & www.tpsdm.org (Under Career tab), Portal for applying online will remain open from the date of advertisement published in newspaper till **30-04- 2026** by **05:00** PM. Before applying, candidates must ensure that required qualifications, experience and other conditions are fulfilled.

Note:- Only shortlisted Candidates will be called for interview

S.N.	Designation	No. of Post	Place of Posting	CTC Annual
1.	Executive Director - Training Division	1	Paonta Sahib, Sirmour, HP.	612000/- to 708000/-
2.	Assistant Manager Trg.	2		268380/- to 319500/-
3.	Programme Coordinator Trg.	2		238464/- to 263556/-
4.	Business Development Manager	2		268380/- to 319500/-
Total Posts		07		

Please Visit www.theplaneteducation.net & www.tpsdm.org (Under Career tab) for Eligibility Criteria/Essential Qualification and Experience.

Please read all instructions terms and conditions carefully before applying.

Chairman & Managing Director

Job Description for- Executive Director, Training Division

Required Skills and Qualifications

- ❖ Masters/Post Graduate in Management, Education, Social Work, or relevant field.
- ❖ Minimum 8–10 years' experience in Skill Development, Vocational Education, or Project management.
- ❖ Strong communication, leadership, and networking skills.
- ❖ Familiarity with government-sponsored skill development schemes.

Job Responsibilities

A. Administrative & Operational Management

- ❖ Provide overall leadership and direction to all training centers under the Organization.
- ❖ Ensure smooth execution and timely completion of training programs as per scheme guidelines.
- ❖ Supervise the recruitment, deployment, and performance of Centre Managers, Trainers, and administrative staff.
- ❖ Approve and monitor budgets, training calendars, and resource allocation for each center.
- ❖ Ensure compliance with all statutory, financial, and audit requirements.

B. Program Development & Execution

- ❖ Plan, implement, and monitor skill development training programs under various Existing and upcoming all state/Centre Spencer Schemes.
- ❖ Ensure mobilization, enrollment, training delivery, assessment, certification, and placement processes are followed as per guidelines.
- ❖ Introduce new sector-specific and self-financed training programs based on market demand.

C. Stakeholder & Government Liaison

- ❖ Act as the official representative of Organization for all State/Central government departments, industry partners, and sector skill councils.
- ❖ Liaise with funding and sponsoring agencies for project approvals, fund releases, reporting, and documentation.

- ❖ Build partnerships with local industries, institutions, and NGOs for training and placement tie-ups.

D. Quality Assurance & Monitoring

- ❖ Monitor the quality of training delivery, infrastructure, trainer performance, and student satisfaction at all centers.
- ❖ Conduct regular field visits, inspections, and audits of training centers.
- ❖ Ensure timely submission of reports, UC, MIS, and project documents to Head Office and funding agencies.

E. Financial Oversight

- ❖ Ensure proper utilization of project funds and maintain transparent financial records.
- ❖ Approve expenditures within authorized limits and oversee vendor management.
- ❖ Review and verify claims, invoices, and project-related financial statements.

F. Reporting & Documentation

- ❖ Prepare monthly, quarterly, and annual performance reports for the Origination and training centers under its jurisdiction.
- ❖ Maintain records of enrolments, assessments, certifications, placements, and financial transactions.

G. Team Leadership & Capacity Building

- ❖ Lead and mentor a team of training managers, faculty, and administrative staff.
- ❖ Organize regular capacity-building programs, training-of-trainers (ToT), and refresher workshops for center staff.

Assistant Manager-Training Division

Qualification

1. Master in any Discipline from a recognized Institute /University.
2. Computer Diploma from a recognized Institute /University.
3. Minimum 05 years Relevant Experience.(At least three years in Skill & Vocational related job)

Job Objectives:

1. Support the executive director in operational and administrative tasks.
2. Ensure smooth functioning of the center's daily activities.
3. Assist in implementing strategic initiatives

Responsibilities

1. **Operational Support:** Assist in managing daily operations and ensuring efficient workflow.
2. **Administrative Tasks:** Handle documentation, reporting, and compliance-related activities.
3. **Staff Coordination:** Assist in recruiting, training, and supervising staff.
4. **Problem Solving:** Address operational issues and support continuous improvement initiatives.
5. **Event Coordination:** Organize events, workshops, and training sessions.

Requirements and skills

- Strong leadership and managerial skills.
- Organizational skills and multitasking ability.
- Excellent communication and interpersonal skills.
- Empathy and problem-solving ability.
- Ability to manage time and priorities tasks.
- Proficiency in basic computer software like Microsoft Office.
- Knowledge of budgeting and financial management.
- Industry-specific knowledge and experience to guide employees effectively.

Program Co-coordinator

Qualification

1. Graduate/Master in business administration or relevant field.
2. Computer Diploma from a recognized Institute /University.
3. Minimum 3 years' Experience Relevant Post. At least One years in Skill & Voc. related job)

Objectives of this role

1. Monitor every step of a project or program for successful completion.
2. Track and approve relevant expenses for activities and materials.
3. Lead team meetings to discuss progress and maximize productivity.
4. Create promotional materials to encourage community participation.
5. Identify best practices and procedures to inform future programs.
6. Purchase necessary supplies for program setup and execution.

Responsibilities

- 1. Program Scheduling:** Plan and schedule training sessions.
- 2. Training Center Coordination:** Communicate with training Centers to ensure program requirements and training Coordination.
- 3. Training Centers Support:** Provide guidance and support to Training Centers throughout the program.
- 4. Evaluation:** Assess program effectiveness and implement improvements based on feedback.
- 5. Resource Management:** Ensure training materials and resources are available and up to date.

Skills and Qualifications

1. Demonstrated experience in coordinating activities and events.
2. Excellent verbal and written communication skills.
3. Ability to prioritize and complete tasks in a timely manner.
4. Firm understanding of procedures that increase efficiency.
5. Knowledge of bookkeeping and budgeting processes.
6. Dedication to fostering a collaborative team.

Preferred qualifications

1. Experience in leading staff.
2. Sharp organizational skills.
3. Familiarity with effective marketing practices.
4. Ability to generate analytical reports to measure program impact.

Business Development Manager

Qualification

1. Master in business development or business management
2. Minimum 3 years' Experience Relevant Post.(At least One years in Educational Skill & Vocational related job)

Objectives of this role

1. Develop, execute, and oversee a business strategy that prioritizes growth and positive customer ratings.
2. Maintain positive professional relationships with clients.
3. Use financial techniques to improve sales revenue.
4. Monitor sales progress to ensure that corporate goals are being met.
5. Track all business-related invoices.
6. Train sales professionals and help improve their skills.

Responsibilities

1. **Market Research:** Identify new markets and business opportunities.
2. **Partnerships:** Build and maintain relationships with potential business partners.
3. **Business Strategies:** Develop and execute strategies to attract new students and clients.
4. **Revenue Generation:** Identify and pursue opportunities to increase revenue streams.
5. **Brand Development:** Enhance the institution's brand and visibility in the market.

Skills and qualifications

1. Proven record of sales growth.
2. Experience in customer service, marketing, or a sales-related field.
3. Strong knowledge of business and sales growth techniques.
4. Exceptional project management skills.
5. Clear verbal and written communication skills.
6. Enthusiasm for the company and its growth potential.

Preferred qualifications

1. Experience in managing sales or marketing teams.
2. Sharp negotiation and networking skills.
3. Organizational skills.
4. Problem-solving skills.
5. Educational background in business, marketing, or finance.