



## The Planet Group of Institutions (TPSDM-COE)

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](http://www.theplaneteducation.net) & [www.tpsdm.org](http://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.	Director/Principle	1	Paonta Sahib, Sirmour, HP.	480000/- to 540000/-
2.	Manager/Vice- Principal	1		276576/- to 319500/-
3.	Hospitality and Tourism Instructor	1		187032/- to 209028/-
4.	Electrical/Power Instructor	1		187032/- to 209028/-
5.	IT Instructor/ IT Expert	3		187032/- to 209028/-
6.	Accounts & Tally Instructor	2		187032/- to 209028/-
7.	Nursing Instructor	1		187032/- to 209028/-
8.	Paramedical Instructor	1		187032/- to 209028/-
9.	Plumbing Instructor	1		187032/- to 209028/-
10.	Marketing Executive	2		187032/- to 209028/-
11.	Housekeeping/Peon	2		141792/- to 160704/-
<b>Total Posts</b>		<b>16</b>		

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

Please read all instructions terms and conditions carefully before applying.

**Managing Director**  
**TPSDM – COE/TPGI**

## **Job Description for - Director/Principal Training Campus**

### **Qualification**

1. Master in any Discipline from a recognized Institute /University.
2. Computer Diploma from a recognized Institute /University.
3. Minimum 08 years Relevant Experience.(At least three years in skill & Voc. related job)

### **Job Objectives**

- A. **Strategic Leadership:** Provide visionary leadership to set and achieve the institution's strategic goals.
- B. **Financial Sustainability:** Ensure the financial health and sustainability of the institution.
- C. **Program Excellence:** Deliver high-quality, relevant, and innovative training programs.
- D. **Operational Efficiency:** Optimize operational processes for maximum efficiency and effectiveness.
- E. **Stakeholder Engagement:** Build and maintain strong relationships with stakeholders, including industry partners, students, staff, and regulatory bodies.
- F. **Market Positioning:** Enhance the institution's reputation and market positioning as a leading skill training provider.
- G. **7. Candidate Success:** Ensure that students receive the necessary support to achieve their educational and career goals.

### **Job Responsibilities**

#### **A. Strategic Leadership**

- a. **Vision and Mission:** Develop, communicate, and implement the institution's vision and mission.
- b) **Strategic Planning:** Lead the development and execution of strategic plans to achieve long-term goals.
- c) **Program Development:** Oversee the creation and enhancement of training programs to meet market demands.

#### **B. Financial Management**

- a. **Budget Management:** Prepare and manage the institution's budget, ensuring optimal use of resources.
- b. **Revenue Generation:** Identify and pursue revenue-generating opportunities, including new programs and services.
- c. **Cost Control:** Implement measures to control costs and improve financial efficiency.

### **C. Operations and Administration**

- a) **Daily Operations:** Manage the institution's day-to-day operations, ensuring smooth and efficient functioning.
- a. **Resource Allocation:** Oversee the allocation of resources, including staff, facilities, and technology.
- b. **Policy Development:** Develop and implement policies and procedures to ensure compliance and operational efficiency.

### **D. Marketing and Enrollment**

- a) **Marketing Strategies:** Develop and implement marketing strategies to attract and retain students.
- b) **Public Relations:** Act as the institution's spokesperson, enhancing its public image and reputation.
- c) **Student Recruitment:** Lead efforts to recruit students, ensuring enrollment targets are met.

### **E. Stakeholder and Community Engagement**

- a) **Industry Partnerships:** Build and maintain partnerships with industry stakeholders to enhance program relevance and job placement opportunities for students.
- b) **Community Outreach:** Engage with the community to promote the institution's programs and services.
- c) **Board Relations:** Work closely with the board of directors, providing updates and involving them in strategic decisions.

### **F. Quality Assurance**

- a) **Compliance:** Ensure the institution complies with all relevant regulations and accreditation standards.
- b) **Continuous Improvement:** Implement systems for evaluating program effectiveness and making continuous improvements.
- c) **Student Support:** Ensure robust student support services, including career counseling and job placement assistance.

## **G. Innovation and Technology**

- a) **Curriculum Innovation\*:** Promote the development of innovative training methods and curricula.
- b) **Technology Integration:** Leverage technology to enhance learning experiences and operational efficiency.

## **H. Risk and Crisis Management**

- a) **Risk Assessment:** Identify potential risks and develop strategies to mitigate them.
- b) **Crisis Management:** Prepare and implement plans to handle emergencies effectively.

## **Required skills and qualifications**

- Eight or more years of experience in senior management, preferably with nonprofit organizations.
- Strong experience in public relations, marketing, and fundraising.
- Knowledge of leadership and management principles for nonprofit organizations.
- Proven success working with a board of directors.
- Entrepreneurial mindset, with innovative approach to business planning.
- Dynamic and charismatic team player who enjoys being the public face of an organization

## **Job Description for - Manager/Vice-Principle**

### **Qualification**

1. Graduate/Master in any Discipline from a recognized Institute /University.
2. Computer Diploma from a recognized Institute /University.
3. Minimum 05 years Relevant Experience Preferably in IT skill Development Voc. Training Related Projects.

### **Job Objectives**

1. Manage the overall operations of the training center.
2. Ensure a high-quality learning environment.
3. Achieve operational and financial targets.

### **Job Responsibilities**

- Manage facility operations: scheduling of maintenance, infrastructure, equipment, housekeeping, internet & network services, electrical/plumbing systems, safety & security, ensuring compliance with centre standards.
- Coordinate administrative, training, counselling, placement and support functions to ensure seamless service delivery, training-batch operations and centre workflows.
- Monitor centre budgets, expenses, resource utilisation and staff productivity; prepare and report operational performance to senior leadership (Centre Manager/Director).
- Implement operational policies & Standard Operating Procedures (SOPs); monitor adherence, identify process improvement opportunities and propose enhancements.
- Supervise centre support team (maintenance, housekeeping, facilities, administration staff): scheduling, training needs, performance management, high staff morale and customer service orientation.
- Assist the Manager/Principal in achieving training-department targets, batch launches, completion targets and support new centre/project setup activities (with the Assistant Manager).
- Maintain documentation: facility logs, maintenance records, incident reports, housekeeping checklists, resource-availability records; escalate issues promptly in writing.
- Ensure any changes, damage or issues in facility/lab/classroom environment are immediately reported in writing to the reporting officer and remedial action is initiated without delay.
- Prepare and submit weekly operational reports (work done, outstanding issues, next-week plan) and participate in monthly review of work done and revenue/cost-impact with senior leadership.

### **Qualifications & Competencies**

- Qualifications: As per the organisation's Requirements Norms. Typically relevant diploma/degree in operations, facility management, business administration or engineering is preferred.
- Experience: Proven experience in operations, facility management or training centre operations (preferably in education/training sector).
- Competencies: Leadership, analytical ability, budget & resource management, problem-solving, vendor management, preventative & corrective maintenance oversight.

- Skills: Strong communication (verbal & written), organisational and coordination skills, ability to supervise multi-functional teams, commitment to safety and quality standards.

### **Working Conditions**

- Role is centre-based (on-campus) full-time; may involve travel between centres (if multiple locations) or project sites.
- Working hours aligned with centre operations; may require early mornings, late evenings or weekend duties during events, batch launches, assessments or maintenance activities.
- Responsible for ensuring that the centre environment (classrooms, labs, hostels if any, support areas) is maintained to the agreed standard, and all ancillary services (internet, plumbing, electrical, housekeeping) are in working order.
- During employment and upon termination, you must ensure that **all assignments, data, documents, project files, reports** etc. assigned to you are properly saved, backed up as per the organisation's process and, on handing over your responsibilities, you must submit a **formal hand-over report** to your reporting officer / competent authority.
- During employment and even after separation, you are strictly prohibited from sharing the organisation's confidential information — including client lists, service-provider details, training-centre data, SOPs, internal processes — with any other organisation or individual. This obligation is part of the Non-Disclosure Agreement (NDA) and any breach may lead to **legal action** by the organisation.

### **Reporting Line**

The Centre Operations Manager reports to the Centre Manager / Principal or designated senior manager in the Training Department.

### **Revision & Review**

This job description and KPI table shall be reviewed annually (or sooner if required) to ensure alignment with the Society's evolving centre/centre-network strategy, infrastructure demands and training targets.

### Instructor/Faculty

SR.NO	Name of Post	Qualification
1	IT Instructor/ IT Expert	<ul style="list-style-type: none"><li>• B.C.A /PGDCA with 3 Year Experience</li><li>• MCA/B. Tech. CSE, with 2 Year Experience</li></ul>
2	Hospitality and Tourism Instructor	<ul style="list-style-type: none"><li>• Diploma in Hotel Management with 5 Year Experience</li><li>• Degree in Hotel Management with 3 Year Experience</li></ul>
3	Electrical/Power Instructor	<ul style="list-style-type: none"><li>• ITI in the relevant trade with 3 Year Experience</li><li>• B.Tech in the relevant trade with 2 Year Experience</li></ul>
4	Accounts & Tally Instructor	<ul style="list-style-type: none"><li>• B.Com with 2 Year Experience</li><li>• Accounts &amp; Tally Diploma with GST with 3 Year Experience.</li></ul>
5	Healthcare Instructor	<ul style="list-style-type: none"><li>• ANM/GNM (specialization)Minimum 02 Year Experience</li></ul>
6	Paramedical Instructor	<ul style="list-style-type: none"><li>• DMLT with 3 Year Experience</li><li>• Master in Laboratory Technician with 2 Year Experience</li></ul>
7	Plumbing Instructor	<ul style="list-style-type: none"><li>• ITI / Diploma in or Civil Engineering or Mechanical Engineering or works in Plumbing industry or supervisor in Plumbing related activities.</li><li>• Minimum 02 Years' Experience of relevant Trade</li></ul>

#### Job Objectives:

1. Deliver high-quality training programs to students.
2. Enhance students' skills and knowledge to meet industry standards.
3. Continuously improve teaching methods and materials.

#### Job Responsibilities:

1. **Program Delivery:** Conduct training sessions as per the curriculum.
2. **Candidate Assessment:** Evaluate student performance and provide feedback.
3. **Curriculum Development:** Contribute to developing and updating training materials.
4. **Candidate Support:** Mentor and guide students to ensure their learning and career development.
5. **Professional Development:** Stay updated with industry trends and continuously improve training methods.
6. **"TOT: - Domain Trainer must be TOT Certified within 6 months from the Date of Joining (If not certified earlier)."**