

Open Position : DDU-GKY, Karnal, Haryana

The Centre for Advanced Research & Development (CARD) as part of "**Skill India**", Flagship mission of Government of India, and 'Project Implementing Agency (PIA) of Ministry of Rural Development, Govt. of India to execute "**DDU-GKY**" Project in the state of **Haryana**, following positions are open for eligible candidates.

Application Process : Interested candidate should send an up-to-date CV to cardskillmis@gmail.com and hrmcardbhopal@gmail.com. **Only Shortlisted candidates will be contacted.**

Last date to Apply for all open position : **15 June 2021**

Position Description : Q Team

To ensure quality & standards at the Centre, as per the defined SOP of DDU-GKY and its accurate periodic compliance's.

Responsibilities and Duties

- Responsible for centre audits as per SOP guidelines
- Planning & implementation of periodic QA audits.
- Daily monitoring of the related forms to be filled and uploaded on MRIGS/ RSLDC/ MPR system/ Kaushal Panjee Portals.
- Verifying the Candidates enrolment documents while commencing and freezing the Batch.
- Verifying the Candidate's Feedback forms on regular basis.
- Ensuring Adherence on ACLP/ Training Calendar.
- Provision of OJT verification.
- Placement Verification and tracking status.
- Regular Compliance to State Monitoring Agency.

Key Skills

- Effective interpersonal skills.
- Should have analytical bend of mind and an eye for details.
- Having experience in DDU-GKY only.

Qualifications

- Master's in social work/ Masters in Rural Development from recognized University; or

Experience

- DDU- GKY project 1 Years' experience.

Job Type: **Full-time**

Salary: ₹15,000.00 - ₹20,000.00 per month