



GOVERNMENT OF TAMIL NADU  
**TAMIL NADU SKILL DEVELOPMENT CORPORATION**

8<sup>th</sup> Floor, MetroS Building,  
327, Anna Salai, Nandanam, Chennai – 600 035.



**CORRIGENDUM**

TNSDC - Naan Mudhalvan - Recruitment of Key Personnel,  
Advertisement dt. 16.03.2024

In order to facilitate and accommodate wider section of applicants for the position of Senior Associates – Short Term Skill Program and Junior Associates – Short Term Skill Program, the following corrigenda is issued with reference to the advertisement, dated 16.03.2024.

<b>Position</b>	<b>Senior Associates – Short Term Skill Program</b>
<b>Modified Qualifications</b>	Full – Time graduation from a recognized institution
<b>Additional Qualification</b>	Excellent proficiency in office productivity tools related to office software and covering the entire gamut of office activities with certification in programs like MS-Office, MS-Office 365 or any other such allied courses.
<b>Modified Preferred Experience</b>	More than 3 years of experience in education related sector or experience in upskilling functions or experience in establishing strategic relationships with industries or skill councils.

<b>Position</b>	<b>Junior Associates – Short Term Skill Program</b>
<b>Modified Qualifications</b>	Full – Time graduation from a recognized institution
<b>Additional Qualification</b>	Excellent proficiency in office productivity tools related to office software and covering the entire gamut of office activities with certification in programs like MS-Office, MS-Office 365 or any other such allied courses.
<b>Modified Preferred Experience</b>	More than 2 years of experience in education related sector or experience in upskilling functions or experience in establishing strategic relationships with industries or skill councils.

The other contents of the advertisement, dated 16.03.2024 shall remain unaltered.

## MISSION

Handhold, motivate, guide and skill the students / unemployed youth by offering the requisite training to enhance capabilities making them industry relevant and employable and offer placement assurance/assistance

Applications are invited from eligible candidates on contractual basis for the following posts

<b>Position</b>	<b>AVP – Media</b>
<b>Qualifications</b>	Master's degree in Visual Communication, Journalism, Media, Marketing or relevant field
<b>Preferred Experience</b>	More than 7 years experience in a reputable digital marketing agency/ MNC/corporate house, with a demonstrable experience leading and managing SEO/SEM, email campaigns, social media campaigns and /or digital advertising campaigns
<b>Broad Job Description</b>	<ul style="list-style-type: none"><li>✓ Responsible for planning, implementing, managing and monitoring company's Social Media strategy in order to increase brand awareness, improve Marketing efforts</li><li>✓ Responsible for organizing events and coordinating public relations activities</li><li>✓ Community Management, Content Marketing, Content Writing, Social Media Marketing (SMM), and Web Analytics.</li><li>✓ Generate, edit, publish and share engaging content daily (e.g., original text, photos, videos and news)</li><li>✓ Building a social media presence by maintaining a solid online presence on all the social media handles</li><li>✓ Building brand awareness by engaging relevant influencers, by justifying the selection of each influencer</li><li>✓ Managing our online communities to ensure respectful and appropriate engagement</li><li>✓ Responding to comments on each of our accounts, by creating an SLA and escalation metrics</li></ul>

**Professional Fee for AVP – Rs 1 lakh to 1.5 lakhs per month**

<b>Position</b>	<b>IT – HEAD</b>
<b>Qualifications</b>	B Tech/BE/MCA/MSc (Computer Science / IT) or equivalent from any recognised university
<b>Preferred Experience</b>	More than 5 years in IT administration or relevant experience. Extensive experience with IT systems, networks, and related technologies. Solid knowledge of best practices in IT administration and system security. Hands-on experience with computer networks, software development, Team management and cyber security.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Supervising and mentoring IT department applications, as well as providing IT support.</li> <li>✓ Escalate critical issues/bugs to necessary parties including IT, Application Support and/or developers for resolution.</li> <li>✓ Monitoring and maintaining networks and servers.</li> <li>✓ Co-ordinate with vendors / teams to resolve the issues on-time.</li> <li>✓ Upgrading, installing and configuring new hardware and software to meet company objectives.</li> <li>✓ Implementing security protocols and procedures to prevent potential threats.</li> <li>✓ Creating and managing user accounts, performing access control.</li> <li>✓ Documenting processes, as well as backing up and archiving data.</li> <li>✓ Developing data retrieval and recovery procedures.</li> <li>✓ Keeping up to date with advancements and best practices in IT administration.</li> </ul>

**Professional Fee for IT - HEAD – Rs 80,000 – Rs.1 lakh per month**

<b>Position</b>	<b>Program Manager District</b>
<b>Qualifications</b>	MBA from a recognised business school/ MSW / Post Graduation in Developmental studies or any post graduate
<b>Relevant Experience</b>	More than 3 years of experience in Education industry or relevant experience
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Engage with educational institutions – schools and colleges for registration of students</li> <li>✓ Coordinate with the service provider on training delivery</li> <li>✓ Facilitate mobilisation of candidates for skilling programs in coordination with line Departments</li> <li>✓ Quality assessment of training provided</li> <li>✓ Monitoring the conduct of training</li> <li>✓ Overall supervision and coordination of the training ecosystem in the District</li> </ul>

**Professional Fee for Program Manager – Rs 80,000 to 1 lakh per month**

<b>Position</b>	<b>Senior Accountant</b>
<b>Qualifications</b>	CA – Intermediate Level Should have completed Chartered Accountancy (Intermediate Level) course
<b>Relevant Experience</b>	More than 5 years of experience in accounting functions

**Professional Fee for Senior Accountant – Rs 60,000 – Rs.80,000 per month**

<b>Position</b>	<b>Senior Associate – HR</b>
<b>Qualification</b>	MBA (HR) from a reputed University or related field
<b>Preferred Experience</b>	More than 3 years as HR Executive in a reputed organisation/MNC
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Responsible for coordinating all administrative activities related to personnel and general administration</li> <li>✓ Develop recruitment strategies for onboarding new employees</li> <li>✓ Plan and Implement systems for managing staff benefits, payroll</li> <li>✓ Oversee and manage a performance appraisal system that drives high performance</li> <li>✓ Assess training needs of employees and arrange for capacity building</li> <li>✓ Facilitation of tours and visits</li> </ul>

**Professional Fee for Senior Associate - HR – Rs 50,000 to Rs 80,000 per month**

<b>Position</b>	<b>Senior Associate – Media</b>
<b>Qualifications</b>	Bachelor’s or Post graduate degree in Visual Communication, Journalism, Media, Marketing or relevant field
<b>Relevant Experience</b>	More than 3 years experience in a reputable digital marketing agency / MNC / corporate house, with a demonstrable experience leading and managing SEO / SEM, email campaigns, social media campaigns and / or digital advertising campaigns

<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Manage planning, implementing, managing and monitoring company's Social Media strategy in order to increase brand awareness, improve Marketing efforts</li> <li>✓ Responsible for organizing events and coordinating public relations activities</li> <li>✓ Community Management, Content Marketing, Content Writing, Social Media Marketing (SMM), and Web Analytics.</li> <li>✓ Generate, edit, publish and share engaging content daily (e.g., original text, photos, videos and news)</li> <li>✓ Building a social media presence by maintaining a solid online presence on all the social media activities</li> <li>✓ Building brand awareness by engaging relevant influencers, by justifying the selection of each influencer</li> <li>✓ Managing our online communities to ensure respectful and appropriate engagement</li> <li>✓ Responding to comments on each of our accounts, by creating an SLA and escalation metrics</li> </ul>
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**Professional Fee for Senior Associate - Media – Rs 50,000 to Rs 80,000 / month**

<b>Position</b>	<b>Senior Associate (MEAC)</b>
<b>Qualifications</b>	MBA / BBA from a reputed business school, or B Tech / BE from top tier engineering college or relevant qualification
<b>Preferred Experience</b>	More than 3 years of experience in any of the Manufacturing Sectors (Manufacturing, Electronics, Automobiles, Construction etc)
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Facilitate to onboard industries in service sector as skilling partners</li> <li>✓ Facilitate in identifying areas of collaboration with industry</li> <li>✓ Facilitate aggregation of human resource demand of industries sector-wise</li> <li>✓ Engage with educational institutions to onboard them</li> <li>✓ Manage delivery of add-on courses in colleges/schools to skill to demand</li> <li>✓ Coordinate educational institutions to partner with the technical partners to offer the skill sets identified for students</li> <li>✓ Arrange for placement tie-ups with industries</li> <li>✓ Scheduling the time table for colleges with industry mentors</li> <li>✓ Develop continuous engagement of industry with colleges</li> <li>✓ Coordinate conduct of add-on courses for students</li> <li>✓ Registration, selection, assessment and certification of students</li> <li>✓ Work closely with the training partner and colleges to ensure that training is provided seamlessly</li> </ul>

**Professional Fee for Senior Associate (MEAC) – Rs 50,000 to Rs 80,000 / month**

<b>Position</b>	<b>Senior Associates – Short Term Skill Program</b>
<b>Modified Qualifications</b>	Full – Time graduation from a recognized institution
<b>Additional Qualification</b>	Excellent proficiency in office productivity tools related to office software and covering the entire gamut of office activities with certification in programs like MS-Office, MS-Office 365 or any other such allied courses.
<b>Modified Preferred Experience</b>	More than 3 years of experience in education related sector or experience in upskilling functions or experience in establishing strategic relationships with industries or skill councils.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Develop effective strategic relationships with Industries and Sector Skill Councils in aligned areas.</li> <li>✓ Coordination with MoSDE &amp; SSC officials along with concerned Central and State Govt department.</li> <li>✓ Onboard Training Partners and Training centres under TNSDC short Term skilling</li> <li>✓ Maintain a database of all Regulatory bodies, Industry bodies, Sector Skill Councils and Training Provider dealing with skill development.</li> <li>✓ Facilitate MoU signing with Industries for Training and Placements.</li> <li>✓ Enable continuous engagement with industry, undertaking periodic industry surveys, focus group discussions to understand industry needs and feedback on course curriculum</li> <li>✓ Support District Skill Committees for tie-ups with local industries</li> <li>✓ Coordinating and overseeing implementation of district specific Job and career Fairs, Mega Job Fairs, employment camps, placement drives, apprenticeship schemes, district workshops, etc.</li> <li>✓ Organize event, seminars, conclave, workshop, summits, webinars, etc. at State and District level propagating TNSDC and the SANKALP Project</li> <li>✓ Timely file processing of empanelment, monitoring and payments to industries and trainees</li> <li>✓ Enabling collaborations and partnerships with industry, facilitating public private partnerships</li> <li>✓</li> </ul>

**Professional Fee range for Senior Associates – Short Term Skill Program:  
Rs.50,000 to Rs 80,000 per month**

<b>Position</b>	<b>Junior Associates – Short Term Skill Program</b>
<b>Modified Qualifications</b>	Full – Time graduation from a recognized institution
<b>Additional Qualification</b>	Excellent proficiency in office productivity tools related to office software and covering the entire gamut of office activities with certification in programs like MS-Office, MS-Office 365 or any other such allied courses.
<b>Modified Preferred Experience</b>	More than 2 years of experience in education related sector or experience in upskilling functions or experience in establishing strategic relationships with industries or skill councils.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Develop effective strategic relationships with Industries and Sector Skill Councils in aligned areas.</li> <li>✓ Coordination with MoSDE &amp; SSC officials along with concerned Central and State Govt department.</li> <li>✓ Onboard Training Partners and Training centres under TNSDC short Term skilling</li> <li>✓ Maintain a database of all Regulatory bodies, Industry bodies, Sector Skill Councils and Training Provider dealing with skill development.</li> <li>✓ Facilitate MoU signing with Industries for Training and Placements.</li> <li>✓ Enable continuous engagement with industry, undertaking periodic industry surveys, focus group discussions to understand industry needs and feedback on course curriculum</li> <li>✓ Support District Skill Committees for tie-ups with local industries</li> <li>✓ Coordinating and overseeing implementation of district specific Job and career Fairs, Mega Job Fairs, employment camps, placement drives, apprenticeship schemes, district workshops, etc.</li> <li>✓ Organize event, seminars, conclave, workshop, summits, webinars, etc. at State and District level propagating TNSDC and the SANKALP Project</li> <li>✓ Enabling entrepreneurship development through collaborations with entrepreneurship development institutes, NGOs, associations for provision of counselling, mentoring for self-employment</li> <li>✓ Enabling collaborations and partnerships with industry, facilitating public private partnerships</li> <li>✓ File processing related to empanelment, monitoring, placements and payments to industries and trainees</li> <li>✓</li> </ul>

**Professional Fee range for Junior Associates – Short Term Skill Program:  
Rs.40,000 to Rs 60,000 per month**

<b>Position</b>	<b>Project Associate</b>
<b>Qualifications</b>	MBA from recognised business school/MSW/Any post graduate
<b>Preferred Experience</b>	More than 3 years of Experience in project formulation and execution.
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Assess training needs of the district.</li> <li>✓ Assist in preparation of district skill plan.</li> <li>✓ Analyse skill gaps and identify industry partners for skilling.</li> <li>✓ Liaise with industries to aggregate skill need and demand.</li> <li>✓ Special project preparation &amp; execution for dying arts &amp; traditional craft.</li> <li>✓ Facilitate demand driven, industry led, placement linked skilling programs.</li> </ul>

**Professional Fee range for Project Associate: Rs.60,000 to Rs 80,000 per month**

<b>Position</b>	<b>MIS Analysts - District</b>
<b>Qualifications</b>	Should be a full-time graduate in IT/ Computer Science (BE/B. Tech/ B Sc. Computer Science/ BCA/ or any other degree with knowledge of IT/Computer Science) from a recognized university
<b>Preferred Experience</b>	More than 1 year of experience in data collation/ data maintenance/ data management/ MS Excel or other similar data management or data analytics tools
<b>Broad Job Description</b>	<ul style="list-style-type: none"> <li>✓ Creating and maintaining district level MIS with reference to enrolment, centre capacity, assessment pendency, placement, finances etc apart from feedback details in the defined regions/districts</li> <li>✓ Assisting district level operations</li> <li>✓ Undertaking data collation and updating district level data for maintenance of state and district level MIS systems on district level demand supply trends, enrolments, training, placements, employment statistics, etc</li> <li>✓ Undertaking periodic (monthly, quarterly, half-yearly and annual) data collation from training partners and training centers at district level for collation at headquarters</li> <li>✓ Development and implementation of frameworks for quality assurance for various schemes.</li> <li>✓ Ensure data quality control</li> <li>✓ Manage district level project data.</li> <li>✓ Prepare a central data base of project details under various schemes</li> </ul>

**Professional Fee for MIS Analysts: Rs. 20,000 per month**



**Mode of application:** Online

Candidates are requested to click the link below for the online application form

<https://www.naanmudhalvan.tn.gov.in/JobRecruitment>

**Instruction to applicants:**

1. Candidates from Tamil Nadu only need to apply.
2. Candidates canvassing in any form will be disqualified.
3. TNSDC has the discretion and right to increase or decrease the number of positions as mentioned above.
4. TNSDC has the right to change or modify any condition regarding recruitment.
5. Candidates are advised to apply through online. Applications submitted through any other mode will not be considered.
6. All the notifications/updates related to this recruitment process will be posted only through TNSDC website [www.tnskill.tn.gov.in](http://www.tnskill.tn.gov.in) and Naan Mudhalvan website [www.naanmudhalvan.tn.gov.in](http://www.naanmudhalvan.tn.gov.in)
7. The positions are purely on contractual basis and the term of the contract will be initially for a period of 11 months and can be extended based on the requirement.

**Last Date for submission of application:20.04.2024**

**Managing Director**