



Department of Business Administration

Faculty of Management Studies & Research

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Dr. (Mrs.) Ayesha Farooq, Ph.D.
Professor

**Advertisement for various posts for the project of Development Commissioner (DC) Handicraft,
Ministry of Textiles, Govt. of India.**

Dated 16.05.2020

The Development Commissioner (DC) Handicraft, Ministry of Textiles, Govt. of India has sanctioned a project under Training Through Established Institutions to impart training for Applique artisans. For execution of the training program, following position is required.

Consultant (Individual/Company/NGO etc.) - 01

Qualifications:-

- For Consultant:

- Experience in dealing with similar projects for Development Commissioner (Handicrafts).
- Individual/ Company/ NGO/ Govt. approved Start-up having minimum 02 years of experience is desirable.

Job Roles (for consultant)

- Mobilization (publicity) for trainees and submitting artisan forms along with relevant documents.
- Approvals for artisan forms from the AD (Handicraft) - Agra (Regional Office for Aligarh District) and submitting the same to DC (Handicraft) – New Delhi for issuing artisan cards.
- Maintaining attendance, photo records, video records for trainers and trainees at centers identified by the Project Monitoring Committee (PMC).
- Preparation of Utilization Certificate for DC (H) complete in all respects, from time to time.
- To act as liaison officer between Department of Business Administration, AMU and DC (H) – New Delhi (Head Office), DC (H)- Lucknow (State Office) and AD (H) - Agra (regional Office) for smooth completion of the project.

Duration of the contract: 10 months or completion of the project; whichever is earlier. Initial appointment will be for 3 months extendable on performance basis on Negotiable Emolument.

Last date of submission of the application is **June 15, 2020**. Interested candidates are required to submit their updated CV/Resume along with relevant documents in the Department of Business Administration, Aligarh Muslim University, AMU, Aligarh. You can also submit your applications by email with your CV (along with scanned documents) to amufmsrdch2019@gmail.com. Kindly mention 'Position applied - Consultant' in the subject line of your email. Applications received after last date will not be entertained. The eligible candidates will be called for an interview after short listing. Candidates will be informed through their email ids and/or their contact numbers. The date of **interview shall be intimated later**. **Interviews will held at the Office of the Nodal Officer, TEI, Department of Business Administration, Aligarh Muslim University, Aligarh.** The candidate will not claim TA/DA and shall not issue separate intimation letter for interview. The decision of the committee will be final as regard to the selection of the candidates.

Ayesha
16.05.2020
(Prof. Ayesha Farooq) Nodal Officer
Handicraft Technical Training
Programme Under HRD Scheme