

**Punjab Skill Development Mission  
SCO No. 149-152, 2<sup>nd</sup> Floor, Sector 17-C, Chandigarh**

**Memo No. PSDM/SPMU/2018/158**

**Dated:-05.01.2018**

**Soft Skills Trainers Required**

PSDM invites application for empanelment of Trainers of Soft Skills especially in communication skills with focus on English on part time basis in every district of Punjab. Details of eligibility criteria, selection process and Application Form are available on [psdm.gov.in](http://psdm.gov.in). The number of trainers will be empaneled as per the requirement of PSDM. Corrigendum, if any, will be issued on website only.

**SD/-  
Member Secretary, PSDM**

**Punjab Skill Development Mission**  
**SCO No. 149-152, 2<sup>nd</sup> Floor, Sector 17-C, Chandigarh**

**Empanelment of Soft Skills Trainers on Part time basis**

1. PSDM invites application for empanelment of Trainers of Soft Skills especially in communication skills with focus on English on part time basis in every district of Punjab. The number of trainers will be empaneled as per the requirement of PSDM.
2. Details of eligibility criteria, selection process and Application Form are as under.

<b>SN</b>	<b>Post</b>	<b>Course Level</b>	<b>Criteria for Selection</b>	<b>Age Limit</b>	<b>Location</b>
<b>1</b>	<b>Trainer for Course in Soft Skills especially in communication skills with focus on English</b>	<i>Basic Level</i>	<p><i>Qualification</i></p> <ul style="list-style-type: none"> <li>• Graduation in any subject with 55%</li> </ul> <p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Very good communication skills</li> <li>• Knowledge of MS Word and the Internet browsing skills</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Experience of Soft Skills Training</li> </ul>	Upto 50 years	All Districts of Punjab
<b>2</b>		<i>Advance Level</i>	<p><i>Qualification</i></p> <ul style="list-style-type: none"> <li>• Masters in any subject with 55%</li> </ul> <p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Very good communication skills</li> <li>• Knowledge of MS Word and the Internet browsing skills</li> </ul>	Upto 50 years	All Districts of Punjab

			<i>Desirable</i> <ul style="list-style-type: none"> <li>• Experience of Soft Skills Training</li> </ul>		
--	--	--	---	--	--

3. Empanelment will be for a period of one year which may be extended/curtailed on the basis of performance.
4. Selection process includes Written Test, Group Discussion and Interview.
5. Local Candidates of the district of empanelment will be preferred.
6. Remuneration will be Rs 17,000/- per batch for Basic Level Course and Rs 20,000/- per batch for Advance Level Course. The duration of the batch is minimum 120 hours/2 months with 2.5hours class per day.
7. All the shortlisted candidates during the selection process will be given at least one batch per district.
8. Details of the scheme is available under Schemes column on psdm.gov.in
9. Click on the link below to fill up the application form.
10. First screening of applications received will be conducted on 27<sup>th</sup> Jan 2018 and all the eligible, qualified people will be informed by an email for appearing in the selection process.

**Member Secretary, PSDM**