

QUALITATIVE REQUIREMENTS
APPOINTMENT OF CEO, QMTI (KHADKI)

1. **Mandatory QR.**

- (a) A Veteran Officer of the rank of Lt Colonel to Brigadier or equivalent Navy and Air Force.
- (b) Age on 01 Aug 2018- Not more than 58 years. Lesser age preferable.
- (c) Good communication and expressive skills.
- (d) Should have experience of tenanted training related appts during service other than unit trg responsibilities or should be capable to perform as an Administrative cum Training Director of the Training Institute.
- (e) Should have good computer handling aptitude incl knowledge of latest office software.

2. **Addl Preferable QR.**

- (a) Should have tenanted Instructor tenure in a Cat 'A' service institute or at least in a Cat 'B' Centre or have been associated with any civ training institute or faculty.
- (b) Should be familiar with NSDC objectives and accreditation.
- (c) Preferably handled Vocational Trg Centres or earned a Trainers degree.
- (d) Aware of job placement intricacies and the current industrial demand of skill set.
- (e) Able to administer and ensure training as per military training institute standards.

3. **Job Profile of CEO.**

- (a) Overall in-charge of the 100 year old institution.
- (b) Responsible for day to day adm and trg function of the QMTI, regular and proper supervision, efficient administration for exemplary discipline in the campus and appropriate utilisation of all personnel (staff) for effective vocational training to all students.

- (c) To function as the 'Secretary' for the Board of Trustees and for all meetings.
- (d) Initiate and maintain effective liaison with various service Headquarters at all required levels, with various vocational training institutes and personalities in Pune and outside and with various industrial houses for facilitating OJT / apprenticeship of students culminating in effective placements.
- (e) Astute management of the funds of the Institute and daily accounting in co-ord with the Dy CEO.
- (f) Plan, coordinate and execute all civil works and maintenance of all fixed assets of the institute.
- (g) Organise donation drives, publicity and events for the institute.
- (h) Monitor admissions, discharge, examinations and practical training of students in co-ord with the Dy CEO.
- (i) To be innovative and suggestive of what more could be done in this time tested institution.
- (j) Service tenure is till the age of 62 yrs, extendable till max age of 65 yrs.

4. **Emoluments Applicable.**

- (a) **Monthly Pay.** Rs 48,000/- with DA as applicable (4% now). Non pensionable appt.
- (b) **Accommodation.** The CEO is entitled to a rent free designated accommodation within the campus (mandatory stay) and Institute transport for official work.
- (c) Water and electricity charges payable as actual.
- (d) **Leave.** EL - 33 days, CL - 15 days. Other facilities as per QMTI Service Rules.
- (e) **Working Hours.** Institute timings are 0830h to 1630h on all week days. The 2nd and 4th Sat are observed as holidays. However, fulfilling the duty and responsibilities of the Institute supersedes these working hours.

5. **Misc Info.** Candidates to submit their resume in the format, as desired by them, by 30 May 2018. Addl sheet will be added to the resume to highlight their proficiency as given in job profile, above.

6. **Undertaking to be Submitted by Applicants with their Resume**

(a) Interview is planned in mid of June 2018. The interview date will be intimated to only shortlisted candidates by e-mail and sms in the contact details provided in respective resumes, clear 15 days in advance. No intimation will be sent to candidates not shortlisted and no representation of the same will be entertained.

(b) On being selected, the CEO designate will have to spend 15 days with the current CEO to familiarise himself with the job and responsibilities. No emoluments will be paid for the overlap familiarisation duration. Selected candidate is free to decline the appointment during this familiarisation tenure.

(c) Having accepted the appointment of CEO post familiarisation, the minimum tenure to serve will be six months before any application of resignation is accepted by the Trust. Breach of this will invite penalty of one month's emoluments.