

Dated 22.04.2024

| | |
|------------------------------------|---|
| Position | Executive – Curriculum development |
| Qualification | B.E/B.Tech in Engineering |
| Experience | Minimum 4+ years – 2 years in Curriculum development Instructional material design and 2 years in Training /Teaching in relevant domain. |
| Age | 25 + years |
| Place of Position | The position is based in Bhopal, Madhya Pradesh on Contract Basis |
| Role Responsibilities & | <ol style="list-style-type: none">1. Develop templates of the curriculum development for training.2. Develop templates of the curriculum as per format of curriculum.3. Compile questionnaire as per need and analysis of Industry and other stake holders.4. Editing and formatting of draft of curriculum received from various training department.5. Manage data in soft and hard copy.6. Align design process of course material as per ISO 9000:2015 design & development standards.7. Coordinate with Trainers and project coordinators for development of Curriculum as per customer needs.8. To compile literature survey of given topics.9. To identify various titles of courses from given curriculum.10. Ability to use MS Office11. Good command on written English and Hindi.12. Willingness to develop curriculum on new technological topics by conducting workshops and Industry meet.13. Coordination and successful execution of sanctioned projects.14. To look after the other activities for strengthening the department involved with sector;15. Networking with NCVET, NSDC and SSCs. |