

Hydrocarbon Sector Skill Council



Education qualification & experience requirement:

No	Function	Name of Position	Level	Education Qualification (Essential)	Minimum Work Experience as on 31.03.2021 (Essential)	Work Experience (Preferred)	Age (limit) as on 31.03.2021	No of post
1	Standards & Quality Assurance (QA)	Manager- Standards & QA	L4	MBA/or 2 years PG in Management	8 years, of which minimum 3 years in Skill Development	design and development of National Occupational Standards	40-years	1
2		Asst. Manager-Standards & QA	L5	MBA/or 2 years PG in Management	5 years, of which minimum 2 years in Skill Development	design and development of National Occupational Standards	40-years	1
3		Executive-Standards & QA	L6	MBA/or 2 years PG in Management	3 years	preferably in Skill Development	35-years	1
4	Affiliation & Training Delivery	Asst. Manager- ToT & ToA	L5	MBA/or 2 years PG in Management	5 years, of which 2 years in Skill Development	Affiliation of training partners and execution of skill training program and ToT/ToA	40-years	1
5		Executive-Affiliation & Training Delivery	L6	MBA/or 2 years PG in Management	3 years preferably in Skill Development	preferably in Skill Development	35-years	1
6	Apprenticeship	Manager-Apprenticeship	L4	MBA/or 2 years PG in Management	8 years, of which minimum 3 years in Skill Development	execution of apprenticeship program/ skill training & job aggregation	40-years	1
7		Executive-Apprenticeship	L6	MBA/or 2 years PG in Management	3 years	preferably in Skill Development	35-years	1
8	Content Development	Manager-Content Development	L4	MBA/or 2 years PG in Management	8 years, of which minimum 3 years in Skill Development	content development / instructional designing	40-years	1

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No	Function	Name of Position	Level	Education Qualification (Essential)	Minimum Work Experience as on 31.03.2021 (Essential)	Work Experience (Preferred)	Age (limit) as on 31.03.2021	No of post
9		Asst. Manager-Content Development	L5	MBA/or 2 years PG in Management	5 years, of which 2 years in Skill Development	content development / instructional designing	40-years	1
10		Executive-Content Development	L6	MBA/or 2 years PG in Management	3 years	preferably in Skill Development	35-years	1
11	Industry Relation (IR)/ State Engagement (SE)	Manager –Business Development (IR/SE)	L4	MBA/or 2 years PG in Management	8 years, of which 3 years in Skill Development	State skill dev. projects/ Industry Relation/ Business Development	40-years	1
12		Asst. Manager- Business Development (IR/SE)	L5	MBA/or 2 years PG in Management	5 years, of which 2 years in Skill Development	State skill dev. projects/ Industry Relation/ Business Development	40-years	1
13		Executive- Business Development (IR/SE)	L6	MBA/or 2 years PG in Management	3 years	preferably in Skill Development	35-years	1
14	Finance	Manager-Finance	L4	CA/ICWA/MBA (Finance)	8 years	Finance & Accounts	40-years	1
15	HR	Asst. Manager (HR & Administration)	L5	MBA/or 2 years PG in Management in HR	5 years	experience in field of HR/ human resources metrics/ HR systems	40-years	1
16	IT	Executive (IT)	L6	Bachelor/Masters in Computer Application/ 3 years AICTE approved Diploma in Computer Application.	3 years	Proven hands-on experience in maintaining IT Infrastructure & services in a Skill Development/Training facility	35-years	1
Total number of positions								16

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1. **Function:** Standards & Quality Assurance (QA)

Manager-Standards & QA	Asst. Manager-Standards & QA	Executive-Standards & QA
Job Code: HYC/SD-MG01	Job Code: HYC/SD-AM01	Job Code: HYC/SD-EX01
Qualification: MBA/or 2 years PG in Management	Qualification: MBA/or 2 years PG in Management	Qualification: MBA/or 2 years PG in Management
Work Experience (essential): 8 years, of which minimum 3 years in Skill Development	Work Experience (essential): Minimum 5 years, of which minimum 2 years in Skill Development	Work Experience (essential): Minimum 3 years
Work Experience (Preferred): experience in design and development of National Occupational Standards (NOS)/ Qualification Packs (QP)	Work Experience (Preferred): experience in design and development of National Occupational Standards (NOS)/ Qualification Packs (QPs)	Work Experience (Preferred): preferably in Skill Development industry
Upper Age (Limit): 40 years	Upper Age (Limit): 40 years	Upper Age (Limit): 35 years
Annual CTC: 8.75-11.86 LPA	Annual CTC: 6.60-9.50 LPA	Annual CTC: 5.00-7.15 LPA
No of Positions: 1	No of Positions: 1	No of Positions: 1
Job Location: Initially, the position will be based in Delhi/NCR and subject to transfer anywhere in India.		

Key Responsibilities:

The individual on the job shall be responsible:

- for the development of Qualification pack (QPs) and Qualification File (QF) for the job roles of oil & gas sector in line with guidelines of National Council of Vocational Education & Training (NCVET) and National Skill Development Corporation (NSDC) for the QP/Qualification development and approval
- to coordination with the all stakeholders i.e. industry specific teams/ agencies/Subject matter experts (SMEs) or project teams for the implementation of the QP-NOS development projects and validation of the draft QP-NOS by industry members
- for the submission of the QP/Qualification to qualification approving authorities i.e. NSDC and NCVET with complete documentation for due-diligence process and coordinate with them till the approval of QP's by Qualification Registration Committee (QRC) and National Skill Qualification Committee (NSQC).
- to manage skill India portal, online QP-NOS submission, Assessment agency-batch assignment, certificate generation of candidates etc.
- development of assessment protocol document in line with NSDC and NCVET guideline
- for the development of assessment criteria for each Qualification Pack (QP)
- for the development of question bank for each Qualification Pack (QP)
- to carry out affiliation and empanelment activities for assessment agencies in with the affiliation protocol
- coordinate with assessment agency for various assessment activities and smooth assessment operations
- to monitor the assessment activities/event
- to prepare contents and write up for newsletters
- for any other roles & responsibilities assigned as and when required

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2. **Function:** Affiliation & Training Delivery

Asst. Manager- Training of Trainer (ToT)/ Training of Assessor (ToA)	Executive-Affiliation & Training Delivery
Job Code: HYC/TR-AM02	Job Code: HYC/TR-EX02
Qualification: MBA/or 2 years PG in Management	Qualification: MBA/or 2 years PG in Management
Work Experience (essential): Minimum 5 years, of which minimum 2 years in Skill Development	Work Experience (essential): Minimum 3 years
Work Experience (Preferred): execution of skill training program, affiliation process and ToT/ToA	Work Experience (Preferred): preferably in Skill Development industry
Upper Age (Limit): 40 years	Upper Age (Limit): 35 years
Annual CTC: 6.60-9.50 LPA	Annual CTC: 5.00-7.15 LPA
No of Positions: 1	No of Positions: 1
Job Location: Initially, the position will be based in Delhi/NCR and subject to transfer anywhere in India.	

Key Responsibilities

The individual on the job shall be responsible:

- for the empanelment of the training partners on oil & gas sector job roles in various schemes
- for development of the training protocols in accordance with the NSDC's training center accreditation procedure
- for monitoring training activities at HSSC empaneled training center for ensuring quality training
- implementation of the training programs in various schemes such as PMKVY/State scheme/fee based etc.
- to prepare Training of Trainer (ToT) calendar and organize the ToT event accordingly
- to implement the Recognition of Prior Learning (RPL) projects under difference schemes
- for industry connect state/to support placement of trainees
- to participate and organize in various events, rozgar mela, placement drive, skill exhibition etc.
- coordinate with all training partner/centers for smooth implementation of the training programs
- to carry out time to time the market assessment/skill gap analysis and prepare skill gap reports of the sector
- coordinate with the agency or project team for smooth functioning of the time-to time skill gap study
- to define and maintain Labor Market Information System (LMIS) framework/architecture
- to populate with real-time content/training details drawn from stakeholders and maintain LMIS
- to handle the queries and grievance of training partners
- for any other roles & responsibilities assigned as and when required

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3. **Function:** Apprenticeship Training

Manager-Apprenticeship	Executive- Apprenticeship
Job Code: HYC/AP-MG03	Job Code: HYC/AP-EX03
Qualification: MBA/or 2 years PG in Management	Qualification: MBA/or 2 years PG in Management
Work Experience (essential): 8 years, of which minimum 3 years in Skill Development	Work Experience (essential): Minimum 3 years
Work Experience (Preferred): experience in apprenticeship training process & procedures / handling of skill development projects & apprenticeship targets	Work Experience (Preferred): preferably in Skill Development industry
Upper Age (Limit): 40 years	Upper Age (Limit): 35 years
Annual CTC: 8.75-11.86 LPA	Annual CTC: 5.00-7.15 LPA
No of Positions: 1	No of Positions: 1
Job Location: Initially, the position will be based in Delhi/NCR and subject to transfer anywhere in India.	

Key Responsibilities

The individual on the job shall be responsible:

- for developing the strategies for implementation of the apprenticeship scheme in hydrocarbon sector
- liaison with the all stakeholders such as NSDC apprenticeship division, industry sub-group, establishment, basic training provider etc.
- coordinate with key industry stakeholders for identifying the possible trades and the development of curriculum for the same
- coordinate with the approving authority for optional trades for curriculum approval
- Provide support to the industry apprenticeship work group in implementation of apprenticeships in their establishment
- to prepare apprenticeship project report and proposals
- represent in apprenticeship forums/workshops/seminar, and provide necessary technical inputs
- for management, implementation and monitoring apprenticeship activities in hydrocarbon sector
- to prepare and analyze work plans, progress reports and any other details/data related to apprenticeship implementation and guidelines
- to handle and manage the apprenticeship portal activities
- provide administrative support to organizations in implementing the apprenticeship project/scheme, including the organization of meetings and training workshops on apprenticeship
- prepare and maintain MIS reports
- to handle the queries and grievance of establishment/stakeholders
- Any other roles are assigned from time to time.

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4. Function: Content Development/Learning Resource Material

Manager- Content Development	Asst. Manager- Content Development	Executive- Content Development
Job Code: HYC/CD-MG05	Job Code: HYC/CD-AM05	Job Code: HYC/CD-EX05
Qualification: MBA/or 2 years PG in Management	Qualification: MBA/or 2 years PG in Management	Qualification: MBA/or 2 years PG in Management
Work Experience (essential): 8 years, of which minimum 3 years in Skill Development	Work Experience (essential): Minimum 5 years, of which minimum 2 years in Skill Development	Work Experience (essential): Minimum 3 years
Work Experience (Preferred): experience in instructional designing and development of learning content	Work Experience (Preferred): experience in instructional designing and development of learning content	Work Experience (Preferred): preferably in Skill Development industry
Upper Age (Limit): 40 years	Upper Age (Limit): 40 years	Upper Age (Limit): 35 years
Annual CTC: 8.75-11.86 LPA	Annual CTC: 6.60-9.50 LPA	Annual CTC: 5.00-7.15 LPA
No of Positions: 1	No of Positions: 1	No of Positions: 1
Job Location: Initially, the position will be based in Delhi/NCR and subject to transfer anywhere in India.		

Key Responsibilities

The individual on the job shall be responsible:

- for the development of overall learning material/course content in the NSDC prescribed format for each job role/QP:
 1. Model Curriculum,
 2. Participant Handbook,
 3. Trainers Guide,
 4. Assessors Guide etc
- to coordination with the all stakeholders i.e. industry specific teams/ agencies/graphics team / subject matter experts (SMEs)/publisher for all content development related activities
- to coordinate with SME for the development of key learning outcomes (KLOs), work exercises, simulations, demonstrations, case studies, etc.
- alignment of the visual content appropriately with the text, support story board with non-text elements such as illustrations, photographs, schematic diagrams, flowcharts, audio-visual clips, etc.
- to populate the storyboard with the text and non-text content to align with the preferred instructional design model, modular structure, learning objectives etc.
- overall quality check of the course content and learning material before publishing
- for coordination with NSDC's Learning Resource & Technology (LRT) team for all content development guidelines update and submission of learning material to NSDC
- to ensure that the content is plagiarism proof and the ownership of course material with the council
- connect with industry members for the vetting of the learning material
- for the development of learning material in different form such as digital content, AR/VR, new learning tools, audio/video learning content etc.
- ensure availability of learning material in different/regional language
- for any other roles & responsibilities assigned as and when required as per the job requirement
- to prepare contents and write up for newsletters
- any other roles & responsibilities assigned as and when required

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5. **Function:** Business Development (State Engagement & Industry Relation)

Manager- Business Development (Industry Relation & State Engagement)	Asst. Manager- Business Development (Industry Relation & State Engagement)	Executive- Business Development (Industry Relation & State Engagement)
Job Code: HYC/SE-MG04	Job Code: HYC/SE-AM04	Job Code: HYC/SE-EX04
Qualification: MBA/or 2 years PG in Management	Qualification: MBA/or 2 years PG in Management	Qualification: MBA/or 2 years PG in Management
Experience (essential): 8 years, of which minimum 3 years in Skill Development	Experience (essential): Minimum 5 years, of which minimum 2 years in Skill Development	Experience (essential): Minimum 3 years
Work Experience (Preferred): experience in business development, industry relation and implementation of skill development projects in states	Work Experience (Preferred): experience in business development, industry relation and implementation of skill development projects in states	Work Experience (Preferred): preferably in Skill Development industry
Upper Age (Limit): 40 years	Upper Age (Limit): 40 years	Upper Age (Limit): 35 years
Annual CTC: 8.75-11.86 LPA	Annual CTC: 6.60-9.50 LPA	Annual CTC: 5.00-7.15 LPA
No of Positions: 1	No of Positions: 1	No of Positions: 1
Job Location: Initially, the position will be based in Delhi/NCR and subject to transfer anywhere in India.		

Key Responsibilities

The individual on the job shall be responsible:

- To facilitate in the implementation of schemes like PMKVY, PMKK in hydrocarbon sector job roles
- To coordinate with industry & States for various skill development schemes under CSR etc.
- ensure effective monitoring of Training Partners and their centers
- to ensure efficiency and quality in implementation of HSSC's program in the state
- to coordinate and manage trainings in association with state mission
- to pro-actively identify good training partners for hydrocarbon sector spread in states
- to coordinate with State Skill Missions and other state-level departments involved in skilling
- to coordinate in state-level skill gap studies and other research work
- to interact with training partners in the state and address their concerns
- To oversee training program (infrastructure, quality of training, number of trainees, etc.
- To ensure advocacy of skilling initiatives in the state
- to build industry partnerships in the state for placement and other employment generation activities
- to identify existing best practices in the field of skill development in the state and leverage those for other states for local implementation.
- to provide support to states in several events related to skill development.
- Building strategies for business development
- Able to interact with senior officers in industry and government
- Should have experience in CSR activities and generating CSR funds
- Handle marketing and PR related activities
- Maintain a database of all regulatory, industry bodies and service providers in skill development sector
- Coordinating meeting with senior officials/ministries /authorities related to business development
- Organize events, road show, seminars, conclaves, workshops etc for propagating the HSSC brand
- any other roles & responsibilities assigned as and when required

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6. **Function:** Finance & Accounts

Manager- Finance & Accounts
Job Code: HYC/FN-MG06
Qualification: CA/ICWA/MBA(Finance)
Work Experience (essential): 8 years
Work Experience (Preferred): experience in field of managing finance & accounts
Upper Age (Limit): 40 years
Annual CTC: 8.75-11.86 LPA
No of Positions: 1
Location: Initially, the position will be based in Delhi/NCR and subject to transfer anywhere in India.

Key Responsibilities

The individual in the job shall be responsible;

- to manage end to end finance & accounting processes to set robust accounting standards.
- ensure accurate and timely processing of transactions and monthly reporting of financial information.
- identify critical issues in Accounts Dept. and work out solutions with specified time frames.
- cost management and evaluations; forecasting, MIS Reporting, pricing and benefit strategies; devise annual operating plans.
- support management decisions for overall business scenarios on short term and long-term plans.
- audit reporting, benchmarking accounting standards, monitor and review credit management.
- Taxation Management and compliance.
- Liaison with Auditors, statutory bodies, Financial Institutions on financial reporting.
- responsible for set up, establishing & maintenance of all finance related activities, such as Financial, Accounting, Expense Control, Tax matters and General Accounts.
- monitors and analyse department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- design and institute budgetary format and Revenue & expenditure reports.
- manage & maintain relationship with various stake holders.
- Monitoring Account Receivable and Payable reporting
- any other roles & responsibilities assigned as and when required

7. **Function:** Human Resource Development

Asst. Manager- HR & Administration
Job Code: HYC/HR-AM07
Qualification: MBA/or 2 years PG in Management in HR
Work Experience (essential): 5 years
Work Experience (Preferred): experience in field of HR/ human resources metrics/ HR systems and databases/ knowledge of labour law and HR best practices
Upper Age (Limit): 40 years
Annual CTC: 6.60-9.50 LPA
No of Positions: 1
Location: Initially, the position will be based in Delhi/NCR and subject to transfer anywhere in India.

Key Responsibilities

The individual in the job shall be responsible;

- Develop and implement HR strategies/policies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor employees training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- Coordination with senior officials/authorities/ HR sub-committee/s, for issues related to HR.
- managing day-to-day administrative processes and work
- any other roles & responsibilities assigned as and when required

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8. Function: Information Technology (IT)

Job Title: Executive- IT/FMS

Job Code: HYC/SE-EX03

Educational Qualification: Bachelor/Masters in Computer Application/ 3 years AICTE approved Diploma in Computer Application.

Following Certification shall be preferred;

MCTS: Microsoft Certified Technology Specialist

MCP: Microsoft Certified Professional

Work Experience: Minimum 3 years

The candidate should have minimum 3 years of hands-on experience as on 31/03/2021 in line with Job requirements, candidate with higher relevant experience in maintaining IT Infrastructure in a Training/Skill Development facility in Hydrocarbon Sector will be preferred.

- Proven experience as IT engineer or relevant position. Hands-on experience on all IT, Networking and video conferencing systems (IT Infrastructure include IT/Telecom/Audio Video systems)
- Excellent diagnostic and problem-solving skills
- In depth understanding of diverse computer systems, database and networks
- Good knowledge of internet security and data privacy.

Upper Age (Limit): 35 years

Annual CTC: 5.00-7.15 LPA

No of Positions: 1

Location: Initially, the position will be based in Delhi/NCR and subject to transfer anywhere in India.

Key Responsibilities

The individual in the job shall be responsible;

- assist personnel with installation, configuration and ongoing usability of system hardware and software. Offer daily operations and systems support to personnel. Provide orientation and guidance to users on how to operate new software and computer equipment.
- installing and configuring appropriate software and functions according to specifications
- troubleshoot hardware and software issues in person, remotely and via phone
- conduct daily network backup operations
- as database administrator will be taking care of computerized information systems and data consolidation and ensuring they're performing well related activities in Hydrocarbon Sector Skill Council.
- responsible for the performance, integrity and security of databases, networks and computer systems and job includes updating existing databases and building new systems for information.
- basic hours are 9am to 5pm Monday to Friday, however it's likely that executive can be scheduled on-call in case of any technical problems outside of these hours.
- to set up workstations with computers and necessary peripheral devices (routers, printers etc.). Must have hands-on experience on routers and switches and networking protocols.
- organize and schedule upgrades and maintenance of systems.
- perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Maintain records/logs of repairs and fixes and maintenance schedule