



## JAN SHIKSHAN SANSTHAN (LH), LUCKNOW

(Funded by MSDE, Govt. India)

### **REQUIRED DIRECTOR**



**Skill India**

कौशल भारत - कुशल भारत

We are a leading voluntary agency of INDIA LITERACY BOARD located at Literacy House, LUCKNOW. We have an excellent track record of performance in the field of skill development. We are looking for a dynamic person to head of Jan Shikshan Sansthan (LH) as Director.

#### **Qualification and Experience:**

**Essential:** (i) Graduation from a recognized University/Institution or equivalent (ii) Seven years' experience in a supervisory capacity (iii) Working knowledge of the local language both written and spoken.

**Desirable:** (i) Vocational Degree/Diploma (ii) Experience in Administration or Management/Accounts (iii) Experience in leading a team (iv) Experience in heading an organization (v) Experience in guiding/conducting of research or education

**Age:** Maximum 55 years as on the last date of application.

**Emoluments Range:** ₹30,000/- to ₹40,000/- per month.

**Last Date:** The last date of receipt of applications is one month after the date of appearance of the advertisement in the newspaper.

For more information, please visit the website of India Literacy Board at <http://indialiteracyboard.org>

Interested persons may send in their application to: The Chairperson, Jan Shikshan Sansthan(LH), Lucknow, LITERACY HOUSE CAMPUS, KANPUR ROAD, LUCKNOW-226023 or E-mail: [jsslkolh@gmail.com](mailto:jsslkolh@gmail.com)

  
Chairperson

Jan Shikshan Sansthan (LH),  
Lucknow

## **REQUIRED DIRECTOR**

### **JAN SHIKSHAN SANSTHAN LUCKNOW (LH).**

We are a leading voluntary agency of India Literacy Board, Lucknow located at Lucknow. We have an excellent track record of performance in the field of skill development.

We are running the Jan Shikshan Sansthan (JSS) for a number of years / have set up the JSS to provide Skill Development training in non-formal mode to the neo-literates, non – literates, school dropouts up to 12<sup>th</sup> standard, graduates and other under privileged youths in rural areas and urban slums.

We are looking for a dynamic person to head JSS as a Director. The Director would be the Member-Secretary of the Board of Management (BoM) and would be in charge of providing the organisation with leadership, direction and drive. He/she would also be fully in-charge of all day-to-day affairs. The Director is expected to have proven capabilities of motivating and leading a team of professionals. He/she should have good management skills and be a team – builder. He/she should have fluency in spoken and written knowledge of state/local language.

#### **Qualification and Experience:**

##### **Essential:**

1. Graduation from a recognized University / Institution or equivalent
2. Seven years' experience in a supervisory capacity
3. Working knowledge of the local language both written and spoken

##### **Desirable**

1. Vocational Degree / Diploma
2. Experience in Administration or Management/Accounts
3. Experience in leading a team
4. Experience in heading an organisation
5. Experience in guiding/conducting of research or education

**Age Maximum 55 years as on the last date of application**



## **Terms and Conditions**

- The position shall be filled purely on contractual basis for a period of ordinarily not exceeding five years out of which the first year of the first term will be the probation period.
- The BoM may consider renewal of the contract /extension of the contract period of Director for a further period of five years on the basis of performance on expiry of each five-yeartennure or termination of the scheme whichever is earlier.
- Age of superannuation of the Director should be 60 years.
- The selected candidate will be paid by the Board of Management of the Jan Shikshan Sansthan a remuneration of ₹30,000/- to 40,000/-.

### **Interested persons may send in their application to:**

- The Chairperson (Address of the Jan Shikshan Sansthan)
- The last date of receipt of applications is one month after the date of appearance of the advertisement in the newspaper.
- Eligible candidates will be shortlisted and called for interview by the Board of Management. Outstation candidates called for interview will be reimbursed to and fro second AC Rail fare.
- In case, person already employed, would be required to send applications through proper channel. They would be required to furnish "No Objection Certificate" from their employer at the time of interview.

## **POST SELECTION PROCEDURE FOR APPOINTMENT OF DIRECTOR TO JAN SHIKSHAN SANSTHAN**

### **Steps to be taken:**

1. Offer of appointment by the Chairperson of the BoM of the JSS to the selected candidate stating the terms and conditions for the appointment as fixed by the JSS within the broad framework of guidelines issued by MSDE.
2. Signing of contract between the JSS and the selected candidate after the candidate has given the letter of acceptance to the offer of appointment. (The contract shall be for a period of 5 years, first year will be the probation period). Such extension must be ratified by the BoM of the JSS.
3. Appointment letter to be issued to the selected candidate mentioning all the terms and conditions as stipulated in the offer letter of appointment, including the date of appointment to the post and emoluments.
4. The documents related to appointment should be uploaded in JSS Portal.

Post Applied for: **Director**

Organization: **JAN SHIKSHAN SANSTHAN LUCKNOW (L.H.), U.P.**

- 1- Name of Applicant: .....  
(in capital letters)
- 2- Father/Husband Name: .....
- 3- Date of Birth (DD/MM/YY): .....  
(Enclose self attested photocopy of High School Certified and Aadhar)
- 4- Age (as on 07 August, 2024):    Year.....    Month .....    Day.....
- 5- Marital Status (Please Tick):    Married                      Single
- 6- Address for correspondence:

7- Permanent Address:

- 8- Mobile No.: .....
- 9- E-mail ID: .....
- 10- **Educational Qualifications : (Enclose self attested photocopies)**

[illegible]

11. **Professional Qualifications (Vocational Degree/Diploma):**  
(Attach self attested photocopies)

Sl No.	Degree/Diploma	Name of Board/University/ Institution	Year of Passing	Percentage of marks)/ Grade

12- **Work Experience:** (Attach self attested photocopies)

Sl. No.	Designation/Post	Name of Organization/ Department/ Institution	Total months	Duration		Nature of Work
				From	To	

13. Working knowledge of the language both written and spoken (Please Mark Tick):

- Hindi:                      Read              Write                      Spoken
- English:                      Read              Write                      Spoken
- Any other (.....) Read              Write                      Spoken

14. Computer Knowledge: .....

15. Brief write-up of 100 words on why you consider yourself suitable for the job. (Attach)

**Declaration**

I declare that all details given above are true and correct to the best of my knowledge.

Date .....

Place: .....

**Signature of applicant**