



Himachal Consultancy Organisation Limited
Shimla

Himachal Consultancy Organisation Limited (HIMCON) is a Company under the Companies Act with its Head Office located at Shimla, Himachal Pradesh.

HIMCON conducts various skill development programmes on behalf of various agencies. HIMCON is seeking to play a major role in Skill India Initiative of the Govt of India.

Hence, HIMCON is in the process of empanelling trainers for various skill development programmes.

Applications for empanelment of trainers as per the details given below are sought.

The applications/Resumes for empanelment may kindly be sent to Managing Director, Himachal Consultancy Organisation Limited, 1st Floor, Shree Niketan (Near IT Bhawan), Mehli-Shoghi Road Lower Panthaghati, Shimla-171013. The applications can also be e-mailed to himcon77@rediffmail.com or md@himcon.org. HIMCON reserves the right to empanel trainers at its discretion.

1. Sector: Tourism & Hospitality

| S. No. | Job Role | Qualifications | Experience |
|---------------|--|--|---|
| 1. | Front Office Associate | Certificate/Diploma/Degree in Travel and Tourism | At least 4 years' experience in Hotels in Front Office Department including one year as supervisory capacity. Experience as Departmental Trainer/ On the Job Trainer would be essential |
| 2. | Housekeeping Supervisor/ Room Attendant | Certificate/Diploma/Degree in Hotel Management | At least 4 years' experience in Housekeeping including one year as managerial capacity in a classified Hotel or Facility Management Company. Experience as Departmental Trainer/ On the Job Trainer would be essential |
| 3. | Housekeeping Attendant (Manual Cleaning) | Certificate/Diploma/Degree in Travel and Tourism | At least 4 years' experience in Housekeeping including one year as supervisory capacity in a classified Hotel or Facility Management Company. Experience as Departmental Trainer/ On the Job Trainer would be essential |
| 4. | Food and Beverage Service-Steward | Certificate/Diploma/Degree in Hotel Management | At least 5 years' experience in F&B service including one year as supervisory capacity in a classified Hotel or Restaurant. Experience as Departmental Trainer/ On the Job Trainer would be essential. |
| 5. | Tour Manager | Certificate/Diploma/Degree in Travel and Tourism | At least 5 years' experience in Travel Industry including one year as Managerial capacity as a General manager. Experience as Departmental Trainer/ On the Job Trainer would be essential. |

2. Sector: IT- ITES

| S. No. | Job Role | Qualifications | Experience |
|--------|----------------------------------|---|--|
| 1. | Customer Relationship Management | Minimum 10th Standard; Preferred Master's degree in any discipline | Minimum 2 years' experience in the same domain Training experience: 1 year preferred |
| 2. | Domestic Data Entry Operator | Minimum 10th Standard; Preferred Diploma in Computer Science/Technology | Minimum 2 years' experience in the same domain Training experience: 1 year preferred |

3. Sector: Healthcare

| S. No. | Job Role | Qualifications | Experience |
|--------|------------------------|--|---|
| 1. | General Duty Assistant | NSQF Level 4 certified General Duty Assistant with 6 years of experience <ul style="list-style-type: none"> • B.Sc. (Nursing) with one year of experience • GNM with three years of experience | Minimum 1 year site experience for B.Sc. (Nursing) Or • Minimum 3 years site experience for GNM |

4. Sector: Beauty & Wellness:

| S. No. | Job Role | Qualifications | Experience |
|--------|----------------------------|---|---|
| 1. | Assistant Beauty Therapist | Preferably graduate or 12th pass with Advanced Diploma in Beauty Therapy or equivalent certificate | Graduate or 12th pass with Advanced diploma in beauty therapy or equivalent certificates in Beauty Therapy 3 years' work experience as beauty therapist/senior beauty therapist |
| 2. | Beauty Therapist | Graduate with cosmetology/Beauty & Wellness certificate or Diploma in beauty & wellness with 2 years+ experience as a beautician. | Work experience in beauty & wellness segment (at least 2 years). Good knowledge of sector related services/processes with prior experience in training/teaching |
| 3. | Hair Stylist | Graduate with Advanced Diploma in hair styling | 2 years+ experience as a hairstylist / senior hairstylist . Work experience in beauty & wellness segment (at least 2 years). Good knowledge of sector related services/processes with prior experience in training/teaching |
| 4. | Pedicurist & Manicurist | Graduate with Diploma in Beauty Therapy or equivalent certificates | Minimum 2 years' work experience as a Beauty Therapist. |

5. Sector: Apparel

| S. No. | Job Role | Qualifications | Experience |
|--------|-------------------------|---|--|
| 1. | Sewing Machine Operator | ITI/AMT/Diploma, from NIFT, or any other polytechnic/reputed institute in the core subject | The candidate should have a minimum of 3 years of industrial experience in stitching and should possess good knowledge of sewing machines, needles etc. He should be able to communicate in English and Hindi. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene. |
| 2. | Hand Embroiderer | ITI/Diploma, from NIFT, or any other polytechnic/reputed institute in the core subject. | The candidate should have a minimum of 3 years of working experience in hand embroidery. He should be able to communicate in English and Hindi. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene. |
| 3 | Fashion Designer | Candidate should have a Certification course/Diploma/ Graduation/Post Graduation in fashion designing from textile/apparel based government recognized/reputed institute. | The candidate should have a minimum of 5+ years of designing in the industry. |
| 4. | Self Employed Tailor | ITI/Diploma/AMT, from NIFT, or any other polytechnic/institute in the core subject. | The candidate should have a minimum of 3 years of professional and industrial experience. He should be able to communicate in English and Hindi. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene. |

6. Sector: Retail

| S. No. | Job Role | Qualifications | Experience |
|--------|---------------------|--|--|
| 11. | Store Ops Assistant | 12th standard passed or 10th standard pass with 2 yrs work experience in retail environment. | 0-2years of work experience in similar job role in retail environment. |
| 12. | Trainee Associate | 12 th standard passed or 10 th standard pass with 2 yrs work experience in retail environment. | 0-2years of work experience in similar job role in retail environment. |
| 13. | Sales Associate | 12th standard passed or 10th standard pass with 2 yrs work experience in retail environment. | 0-2years of work experience in similar job role in retail environment. |

7. Sector: Security

| S. No. | Job Role | Qualifications | Experience |
|---------------|---|-----------------------|---|
| 1. | Security Guard/Supervisor/ CCTV Supervisor | Class XII | Preferably Qualified on "Train-the-trainer" course from SSSDC |