

Haryana Kaushal Rozgar Nigam Limited
(Registered under Companies Act, 2013)
Plot No. 101, Sector 12, Panchkula
 Website: hkrnl.itiharyanan.gov.in

FILLING UP VACANT POSTS ON CONTRACTUAL BASIS

Applications are invited for deployment of contractual Manpower on the job roles as per the following details:-

Designation	No. of Posts	Education Qualification	Experience Required	Remuneration
Call Center Executives	12	<ul style="list-style-type: none"> Graduate degree in any discipline from any recognized university Desirable: <ul style="list-style-type: none"> Outstanding communication and interpersonal skills 	Minimum experience of 1 year as call center executive	As per Nigam Wage Rates
Call Center Manager	1	<ul style="list-style-type: none"> Post graduate degree in any discipline from any recognized university. Proficient in MS Office and call center equipment/software programs. Outstanding communication and interpersonal skills. Excellent organizational and leadership skills with problem-solving ability. 	Minimum experience of 3 years as call center manager or equivalent	Rs. 30,000 per month
Technical Support Executive	1	<ul style="list-style-type: none"> Graduate degree from any recognized university (preferably in computer science, Management Information Systems) An understanding of computer science concepts, a comprehensive understanding of computer operating systems, networking, systems analysis procedures and techniques, computer hardware, and a variety of software applications. An aptitude of analytical problem solving by balancing the use of troubleshooting tools with a practical application of experience and creativity. 	Minimum experience of 2 years as Technical Support Executive	Rs. 25,000 per month
Quality Analyst	1	Graduate degree from any recognized university (preferably in computer science, Management Information Systems) Desired:- <ul style="list-style-type: none"> Experience in quality inspection, auditing and testing. Excellent communication skills, both written and verbal. Strong computer skills and knowledge of QA databases and applications. Strong analytical and problem-solving skills. Meticulous attention to detail. 	Minimum experience of 3 years as Quality Analyst or equivalent	Rs. 30,000 per month
Trouble Shooting Executive	1	Graduate degree from any recognized university (preferably in computer science, Management Information Systems) <ul style="list-style-type: none"> Identifying hardware and Software solutions. Troubleshooting technical issues. Diagnosing and repairing faults. Resolving network issues. Installing and configuring hardware and software 	Minimum experience of 3 years as Trouble Shooting Executive or equivalent	Rs. 30,000 per month

Interested and eligible candidates can apply through offline mode and can send the application form through in person or can send by post (only registered) within 15 days i.e. upto 22.11.2024 at the following address by mentioning that Application for the post of at Haryana Kaushal Rozgar Nigam Limited, Plot No. 101, Near Iskcon Temple, Sector-12, Panchkula. For application form please visit the website @ hkrnl.itiharyanan.gov.in

Dated: 06/11/2024

— Sd —
Chief Executive Office
Haryana Kaushal Rozgar Nigam Limited
Panchkula

Application should reach to this office on or before 22.11.2024 at 05:00 PM

by Registered/Speed Post/By-Hand

To

Chief Executive Officer
Haryana Kaushal Rozgar Nigam Limited
HKRNL Bhawan, Plot No. 101,
Sector-12
Panchkula (Haryana).

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**Subject:- Application for the Contractual Post of _____
under Haryana Kaushal Rozgar Nigam Limited.**

R/Sir,

With reference to the advertisement published in various Newspapers by the Nigam for recruitment on contract basis, I wish to apply on the contractual post of _____ under Haryana Kaushal Rozgar Nigam Limited. My details are as under:

Name of the applicant							
Father's Name/ Husband Name							
Gender	Male	Female		Other			
Permanent Address							
Address for correspondence							
Phone Number	Mob:		Mob:				
Email							
Date of Birth	DD	MM	YYYY	Age as on 31.07.2024	Years	Months	Days
Present post	Post:						
	Place of Posting:						
	Organization:						
Present Pay							
Name, address and Telephone number of concerned organization.							

<u>Education Qualifications:</u>						
Sr. No.	Examination	Year of Passing	Board/ University from where passed	College/	Marks%	Remarks
i)						
ii)						
iii)						
iv)						
v)						

Past Experience:

Sr. No.	Name of Organisation	Post Name	Duration of experience	Total Experience in years /months	Amount of last salary drawn per month

Note: Please attach proofs of salary e.g. salary slips/certificates for every experience mentioned above, issued by concerned organization/establishment/industry, to establish the genuineness of the experience.

Give details if having any professional achievements/appreciations:

(May attach separate sheets if required)

How do you think that you are most suitable for this post (please described in 150 words:

(May attach separate sheets if required)

Fill the following information if applicable for the post applied for:

- Please mention about your proficiency in Computer Operation:

MS Word	Yes/No
MS Excel	Yes/No
Power Point	Yes/No
- Please mention about your proficiency in documentation and report writing skills:

- Please mention about your good command in writing and spoken English:
- Please mention about your experience and expertise about conducting workshops/seminars in the Organization(s) you have worked:

(May attach separate sheets for these proficiency if required)

I am enclosing herewith the self attested copies of my educational qualifications, experience etc. with this application form.

I declare that all the information given on this application form are true and accurate to the best of my knowledge and I fulfill the qualifications for the post applied for. If any document and information filled in this form is found false/wrong at any stage, then I will be responsible for the same and consequences thereof.

Thanking you,

Dated:

Encl:

Signature of the Applicant

Name:

Address:

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Phone No.

Note:

1. Please submit separate application form for every post, if wish to apply.