Eligibility Criteria	
Position **:**	**Technical Officer (Assessment)**
No of Position	**01**
Terms of Employment :	Purely on contractual basis for a period of one year or till the completion of Samarth Scheme whichever is earlier (Extension of contract after one year is subjected to performance)
Organization:	Textiles Committee
Division:	RSA (Resource Support Agency)
Place of Posting:	Mumbai
Age:	45 year (Maximum)
Educational Qualification (s)	**Essential:** Degree in Textile Engineering/ Technology or from an AICTE recognized university (full time only) passed with minimum 60% of Mark **Desirable:** MBA
Experience	**Essential:** Having domain experience of 2 year in the field of Training/ Skill Assessment or **2** years experience in a well organized Textile industry
Emoluments	Consolidated pay upto Rs. 35,000/- (Emoluments may differ as per experience & qualification). No other perquisites or allowances will be admissible other than the consolidated pay
Job Responsibilities	a) Developing, maintaining, updating and troubleshooting of Assessment Protocol and all other such documents like Question Bank for variety of examination tools. b) Processing of the applications for empanelment/ renewal etc of Assessment Agencies, Assessors and continuous monitoring of their performance c) Conducting/ coordinating and monitoring periodic Competency Evaluation Program for accreditation of assessors d) Overseeing and participating in monitoring, scoring, processing of a variety assessment tests under Samarth e) Supervising in preparing accounting statements, processing assessment fee f) Accuracy for all data quality and smooth operation of assessments process g) Any other work assigned by RSA
Skills Requirements	a) Analytical ability for data analysis relating to assessment b) Knowledge of online assessment methodologies c) Working knowledge of other Indian languages apart from Strong communication (especially written skills) in English and Hindi. d) Develop, maintain and update e-learning tools for trainers, assessors, e-journals, newsletters, FAQs e) Knowledge & experience in working in all tools and application software relating to documentation & data handling (eg. MS office, Google docs etc.,)