

TERMS OF REFERENCE FOR THE POST OF **TECHNICAL COORDINATOR - QUALIFICATION AND CONTENT DEVELOPMENT**

OBJECTIVES OF THE ASSIGNMENT:

The National Academy of RUDSETI, Bengaluru (NAR) has been recognized as National Resource Organization (NRO) for RSETIs. National Academy of RUDSETI (NAR) supports 611 RSETIs spread across India for conducting skill training of over 4,00,000 Rural Youth every year. The courses conducted at these RSETIs are subject to review from time-to-time based on the market demand. NAR develops the NSQF aligned courses as per the national guidelines. After the approval of the courses the content is developed as per the approved qualification. The same standard content shall be used across the country and needs to be available in all regional languages.

The Technical Coordinator – Qualification and Content Development is responsible for the hands-on, day-to-day execution of the qualification and content development process. This role is focused on the technical and logistical aspects of document creation, revision, and management. The applicant is expected to have an understanding of the content and qualification development in the skill, employability, and entrepreneurial sectors. The ideal candidate for this position should have previous experience in national-level organizations and be directly involved in the development of qualifications and content.

The roles and responsibilities are to create and revise qualification files and associated documents according to NCVET standards, coordinate with all stakeholders on technical and creative matters, and meticulously manage all related documentation. Their duties include:

1. SCOPE OF WORK

- I. Develop new qualification files, their components, and supporting documents as per NCVET standards to ensure course approval.
- II. Revise and update existing qualification files and components based on NCVET feedback.
- III. Develop Training Learning Materials (TLM) for the courses.
- IV. Coordinate with various stakeholders to gather data and address technical queries.
- V. Coordinate with translators to ensure the execution of bilingual documents.
- VI. Coordinating with industry experts, printers, publishers, and graphic designers for all content development activities.
- VII. Manage the entire documentation process.
- VIII. Raise online requests for copyright licenses and coordinate with printers and other stakeholders.
- IX. Upload all finalized documents/data to the relevant portals.
- X. Identify and coordinate with Subject Matter Experts (SMEs) and industry experts as required.

- XI. Act as a point of contact regarding the technical delivery of content/documents and address the queries of RSETIs.
- XII. Coordinate with various stakeholders regarding manual/digital content development and translation in all regional languages.
- XIII. Prepare content and write-ups for newsletters.
- XIV. Perform any other work needed to ensure the timely development of courses and content.

2. MINIMUM ELIGIBILITY CRITERIA

- I. A 3-year degree or its equivalent in any field.
- II. A minimum of 4 years of professional experience.
- III. A minimum of 3 years of experience in the skill development sector, including at least 1 year of mandatory experience in drafting NCVET-NSQF compliant Qualification Files and associated documentation.
- IV. Fluency in both English and Hindi.
- V. Strong command of Microsoft Office

Desirable Qualification

- VI. Proven track record of coordination and consultation in stakeholder management, including working with government bodies, industry partners, and training providers.
- VII. Familiarity with multiple Indian regional languages besides Hindi and English.
- VIII. Expertise in developing standardized assessment blueprints.

3. MAXIMUM AGE LIMIT:

- Age of candidate should not be more than 62 years as on last day of application.

4. REMUNERATION:

Consolidated remuneration for this position will be Rs 70,000/- (Rupees Seventy Thousand only) per month with 10% annual increase over preceding years remuneration.

5. TERM & LOCATION:

The term of contract shall be valid for One year subject to annual review. The position shall be based at Bengaluru and is expected to travel as per the project requirement.

6. REPORTING

The Technical Coordinator - Qualification and Content Development shall report to the Director – General NAR.

7. GENERAL CONDITIONS:

- The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
- In case of large number of applications, the NAR may shortlist the candidates as

may be necessary.

- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- The NAR reserves the right to relax any of the requirements i.e., age, educational qualification, experience etc., in exceptional cases.

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