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CESD

Centre for
Entrepreneurship
& Skills Development

A TPES Initiative in Partnership with HPCED

Centre for Entrepreneurship & Skill Development (CESD)

Managed by: Himachal Skills & Entrepreneurship Foundation

Registered under Section 8 of the Companies Act, 2013 (MCA, Govt. of India)

An Initiative of TPES in Collaboration with HPCED

ISO 9001:2015 & ISO 21001:2018 Certified Organization

Promoted by Educational Institutions, Industries & Corporate Organizations

Applications are called for Selection of Candidates for below mentioned posts (purely on Contract basis), The desirous candidates need to apply **ONLINE** vide displayed the TPSDM website:-**www.theplaneteducation.net** & **www.tpsdm.org** (Under Career tab), Portal for applying online will remain open from the date of advertisement published in newspaper till **15-10- 2026** by **05:00** PM. Before applying, candidates must ensure that required qualifications, experience and other conditions are fulfilled. **Note:-** Only shortlisted Candidates will be called for interview

S.N.	Designation	No. of Post	Place of Posting	CTC Per Month
1.	Chief Executive Officer (CEO)	1	Paonta Sahib, Sirmour, HP.	Level 7 (44500+26700+17800)
2.	General Manager (GM)	1		Level 7 (34500+20700+13800)
3.	Assistant General Manager (AGM)	1		Level 6 (29500+17700+11800)
4.	Assistant Manager Trg./Operations/Business	3		Level 4 (12500+7500+5000)
5.	Programme Coordinator Trg.	2		Level 3 (9500+5700+2850)
6.	Center Manager	3	Dharamshala, Shimla, Paonta Sahib	Level 4 (10500+6300+4200)
7.	Computer & Accounts Trainer	3		Level (9500+4275+1900)
Total Posts		14		

Please Visit **www.theplaneteducation.net** & **www.tpsdm.org** (Under Career tab) for Eligibility Criteria/Essential Qualification and Experience.

Please read all instructions terms and conditions carefully before applying.

Chairman & Managing Director

1. CHIEF EXECUTIVE OFFICER (CEO)

Position Information

Designation: Chief Executive Officer (CEO)

Level: Senior Management

Reporting To: Board / Competent Authority

Location: Head Office / As Assigned

Position Summary

The Chief Executive Officer shall provide overall **strategic, institutional, administrative and operational leadership** to CESD and shall be responsible for the effective development, implementation and expansion of CESD activities in the areas of **Entrepreneurship Development, Skill Development, Incubation, Enterprise Development, Employability and Capacity Building**.

Required Skills & Qualifications

- Master's/Post Graduate qualification in Management, Education, Entrepreneurship, Skill Development, Social Work or relevant field.
- Preferably **10 years or more relevant experience** in Skill Development, Vocational Education, Entrepreneurship Development, Incubation, Project Management, Training Operations or related sectors.
- Strong leadership, communication, networking and institutional-management skills.
- Sound understanding of Government-sponsored programmes and the Skill Development/Entrepreneurship ecosystem.
- Ability to develop and manage relationships with Government Departments, PSUs, academic institutions, industry bodies, funding agencies and other stakeholders.

Key Responsibilities

A. Strategic Leadership & Institutional Development

- Provide overall strategic direction and leadership to CESD.
- Develop annual, medium-term and long-term institutional growth plans.
- Guide the development and expansion of CESD Training Centres, Incubation Centres and Entrepreneurship Development initiatives.
- Identify emerging sectors, employment opportunities and market requirements for new programmes.
- Establish systems for sustainable institutional growth.

B. Programme & Project Management

- Provide overall supervision of Government, CSR, institutional and self-financed projects.
- Ensure achievement of approved targets, timelines and deliverables.
- Monitor the complete programme cycle from mobilization and enrolment to training, assessment, certification, placement/self-employment and outcome reporting.
- Ensure compliance with applicable scheme/project guidelines.

C. Entrepreneurship & Incubation

- Provide strategic direction to Master Incubation Centres and Pre-Rural/Rural Incubation Centres.
- Promote entrepreneurship, startups, MSMEs, self-employment and enterprise development.
- Facilitate mentoring, incubation, enterprise creation and market-linkage initiatives.
- Promote collaboration with academic institutions, industries and entrepreneurship-development organizations.

D. Government & Institutional Liaison

- Represent CESD before State/Central Government Departments, PSUs, funding agencies, academic institutions, industry associations and other stakeholders.
- Lead strategic institutional partnerships and MoUs.
- Explore and facilitate new Government, CSR and institutional projects.

E. Quality Assurance & Monitoring

- Ensure quality standards across CESD programmes and centres.
- Review academic, operational and institutional performance.
- Ensure effective monitoring, inspection, assessment and certification systems.

F. Financial & Administrative Oversight

- Provide overall supervision of budgets, resource utilization and financial sustainability.
- Ensure financial discipline and compliance with applicable policies.
- Review major expenditure and resource requirements within delegated authority.

G. Human Resource & Leadership

- Lead and guide the senior management team.
- Review manpower requirements and key appointments as per applicable HR Policy.
- Promote capacity building, performance management and professional development.

H. Governance & Reporting

- Review institutional, programme and financial performance.
- Submit strategic reports to the Competent Authority/Board.
- Ensure compliance with approved policies, statutory requirements and institutional guidelines.

2. GENERAL MANAGER (GM)

Position Information

Designation: General Manager (GM)

Level: Senior Management

Reporting To: Chief Executive Officer (CEO)

Location: Head Office / As Assigned

Position Summary

The General Manager shall be responsible for translating the strategic directions of the CEO into effective **programme execution, operational management, centre performance and institutional development.**

Required Skills & Qualifications

- Graduate/Post Graduate in Management, Education, Skill Development, Entrepreneurship or relevant field.
- Preferably **7–10 years' relevant experience** in programme management, training operations, project management, business development or institutional administration.
- Strong team-management, planning, coordination and reporting skills.
- Good understanding of training and entrepreneurship programmes.

Key Responsibilities

A. Programme & Operational Management

- Manage overall operational implementation of CESD programmes.
- Coordinate between Head Office, Training Centres, Incubation Centres and functional teams.
- Ensure approved plans, targets and timelines are achieved.
- Review operational calendars and programme progress.

B. Project Execution

- Supervise Government, CSR, institutional and self-financed projects.
- Monitor enrolment, training, assessment, certification and outcome targets.
- Ensure timely completion of project deliverables.
- Identify operational risks and initiate corrective measures.

C. Training Centre Network Management

- Monitor performance of Authorized Training Centres and Incubation-cum-Skill Centres.
- Review inspection, compliance and performance reports.
- Ensure centres maintain prescribed academic and operational standards.
- Coordinate improvement measures for underperforming centres.

D. Entrepreneurship & Incubation

- Support development of incubation and entrepreneurship initiatives.
- Monitor activities of Master and Pre-Rural/Rural Incubation Centres.
- Support EDP, enterprise-development and self-employment initiatives.

E. Institutional & Business Development

- Support the CEO in developing new projects and partnerships.
- Identify opportunities with Government, PSU, CSR, academic and industry stakeholders.
- Support preparation of proposals, concept notes and project plans.

F. Quality & Compliance

- Ensure implementation of CESD policies, SOPs and operational guidelines.
- Review academic quality, infrastructure, trainer performance and student outcomes.
- Coordinate monitoring and audit activities.

G. MIS & Reporting

- Review monthly, quarterly and annual performance reports.
- Ensure timely submission of project documentation.
- Present consolidated performance reports to the CEO.

H. Team Management

- Supervise AGM and assigned functional teams.
- Allocate responsibilities and review performance.
- Conduct periodic management review meetings.

3. ASSISTANT GENERAL MANAGER (AGM)

Position Information

Designation: Assistant General Manager (AGM)

Level: Management

Reporting To: General Manager (GM) / CEO

Location: Head Office / Assigned Region

Position Summary

The Assistant General Manager shall manage assigned **projects, functional areas, Training Centres and operational activities** and ensure effective coordination between senior management and field-level teams.

Required Skills & Qualifications

- Graduate/Post Graduate in Management, Education, Entrepreneurship, Skill Development or relevant field.
- Preferably **5–8 years' relevant experience** in training, project management, operations, business development or institutional coordination.
- Strong communication, analytical, coordination and reporting skills.

Key Responsibilities

A. Programme & Project Management

- Coordinate implementation of assigned CESD programmes and projects.
- Monitor targets, timelines, batches and deliverables.
- Review programme progress and identify operational gaps.
- Ensure directions of CEO/GM are implemented effectively.

B. Training Centre Coordination

- Monitor assigned Training Centres and Incubation-cum-Skill Centres.
- Review enrolment, attendance, training delivery, assessment and certification status.
- Coordinate with Centre Managers and Programme Coordinators.
- Monitor infrastructure, manpower and academic readiness.

C. Quality & Compliance

- Support inspections, audits and compliance reviews.
- Ensure centres follow CESD policies, approved curriculum and operational procedures.
- Review deficiencies and coordinate corrective actions.

D. Entrepreneurship & Incubation

- Coordinate assigned EDP, incubation and enterprise-development initiatives.
- Monitor activities of incubation centres.
- Support entrepreneurship and self-employment activities.

E. Institutional Coordination

- Coordinate with Government departments, academic institutions, industries, NGOs and other stakeholders as assigned.
- Support development of institutional partnerships.

F. Business Development

- Support identification of new project opportunities.
- Coordinate with prospective Training Partners and institutions.
- Assist in preparation of proposals and presentations.

G. MIS & Reporting

- Review centre-wise and programme-wise MIS.
- Prepare consolidated reports for GM/CEO.
- Ensure timely completion of project documentation.

H. Team Leadership

- Guide Assistant Managers and Programme Coordinators assigned to the AGM.
- Conduct periodic reviews.
- Support staff capacity building and performance improvement.

4. ASSISTANT MANAGER – TRAINING

Position Information

Designation: Assistant Manager – Training

Level: Management

Reporting To: AGM / GM

Location: Head Office / Assigned Centres

Position Summary

The Assistant Manager – Training shall be responsible for **academic planning, training delivery, trainer coordination, assessment, certification and quality assurance** of CESD programmes.

Required Skills & Qualifications

- Graduate/Post Graduate in Education, Management, Skill Development, Entrepreneurship or relevant discipline.
- Preferably **3–5 years' experience** in training, education, skill development or programme management.
- Good academic coordination, communication, computer and reporting skills.

Key Responsibilities

A. Training Planning

- Prepare annual/monthly training plans and calendars.
- Coordinate batch planning and programme commencement.
- Ensure training plans are aligned with approved programme requirements.

B. Academic Management

- Monitor delivery of approved curriculum.
- Ensure proper theory and practical training.
- Monitor training hours, attendance and learning outcomes.
- Ensure standard academic practices across centres.

C. Trainer Management

- Coordinate deployment and availability of Trainers.
- Monitor trainer performance and academic discipline.
- Identify trainer capacity-building requirements.
- Coordinate ToT, refresher training and faculty-development activities.

D. Assessment & Certification

- Coordinate assessment schedules with authorized assessment agencies.
- Ensure candidates are assessment-ready.
- Monitor assessment completion and certification status.
- Maintain proper academic records.

E. Quality Assurance

- Monitor academic quality at Training Centres.
- Review student feedback and learning outcomes.
- Support academic inspections and quality audits.
- Recommend corrective measures wherever required.

F. Programme Development

- Support development/upgradation of courses according to market demand.
- Assist in curriculum, training material and academic-resource development.

G. Reporting

- Prepare academic performance reports.
- Review centre-wise training data and MIS.
- Submit reports to AGM/GM.

5. ASSISTANT MANAGER – OPERATIONS

Position Information

Designation: Assistant Manager – Operations

Level: Management

Reporting To: AGM / GM

Location: Head Office / Assigned Centres

Position Summary

The Assistant Manager – Operations shall be responsible for **operational coordination, centre monitoring, compliance, documentation, MIS and implementation support.**

Required Skills & Qualifications

- Graduate/Post Graduate in Management, Administration, Operations, Education or relevant field.
- Preferably **3–5 years' experience** in operations, project management, training centre management or administration.
- Strong coordination, reporting and problem-solving skills.

Key Responsibilities

A. Centre Operations

- Coordinate operational activities of assigned Training Centres and projects.
- Monitor centre readiness and operational requirements.
- Ensure implementation of CESD operational procedures.

B. Monitoring & Compliance

- Monitor centre-wise targets and deliverables.
- Coordinate physical inspections, monitoring visits and compliance reviews.
- Track deficiencies and corrective actions.

C. Infrastructure & Manpower

- Monitor infrastructure, equipment and manpower requirements.
- Coordinate operational support for new and existing centres.
- Escalate critical requirements to senior management.

D. Documentation & MIS

- Review centre documentation and records.
- Monitor timely submission of reports.
- Maintain consolidated operational MIS.

E. Programme Support

- Coordinate operational requirements for training, assessment and certification.
- Support programme teams in timely execution.

F. Centre Performance

- Review centre performance against assigned targets.
- Identify underperforming centres and coordinate improvement plans.
- Support renewal, suspension or other centre-level processes as directed.

6. ASSISTANT MANAGER – BUSINESS DEVELOPMENT

Position Information

Designation: Assistant Manager – Business Development

Level: Management

Reporting To: AGM / GM

Location: Head Office / As Assigned

Position Summary

The Assistant Manager – Business Development shall support CESD in **new project development, institutional partnerships, Training Centre expansion, Government/CSR opportunities, market development and programme outreach.**

Required Skills & Qualifications

- Graduate/Post Graduate in Management, Business Administration, Marketing, Entrepreneurship or relevant field.
- Preferably **3–5 years' experience** in Business Development, institutional sales, project development, training or education sector.
- Strong communication, networking, presentation and negotiation skills.

Key Responsibilities

A. Project Development

- Identify Government, PSU, CSR, institutional and industry opportunities.
- Support development of new projects and programmes.
- Prepare concept notes, proposals, presentations and project documents.
- Track opportunities and maintain follow-up.

B. Institutional Partnerships

- Develop relationships with academic institutions, industries, NGOs, Government bodies and other organizations.
- Support MoUs and institutional collaborations.
- Coordinate institutional meetings and presentations.

C. Training Centre/ATC Expansion

- Identify potential locations and prospective Training Partners.
- Support ATC/Training Centre expansion.
- Coordinate with prospective partners regarding eligibility, infrastructure and programme requirements.

D. Market Development

- Study local and regional demand for skill and entrepreneurship programmes.
- Support outreach and promotion activities.
- Develop employment, apprenticeship and self-employment linkages.

E. Business Pipeline & Reporting

- Maintain business-development pipeline.
- Track proposals, meetings, follow-ups and partnership status.
- Submit periodic reports to AGM/GM.

7. PROGRAMME COORDINATOR – TRAINING

Position Information

Designation: Programme Coordinator – Training

Level: Executive / Supervisory

Reporting To: Assistant Manager – Training / AGM

Location: Head Office / Assigned Centres

Position Summary

The Programme Coordinator – Training shall coordinate the **day-to-day implementation of assigned training programmes** and act as a coordination link between CESD, Training Centres, Centre Managers, Trainers and students.

Required Skills & Qualifications

- Graduate/Post Graduate in a relevant discipline.
- Preferably **2–4 years' experience** in training, education, skill development or programme coordination.
- Good communication, computer and documentation skills.

Key Responsibilities

A. Programme Coordination

- Prepare and maintain training calendars.
- Coordinate batch commencement and completion.
- Coordinate trainer schedules and programme requirements.
- Monitor training delivery against approved curriculum.

B. Student & Batch Management

- Monitor enrolment, attendance and batch strength.
- Track student training progress.
- Coordinate assessment readiness.
- Support certification and completion processes.

C. Centre Coordination

- Maintain regular communication with Centre Managers.
- Collect centre-wise progress reports.
- Follow up on operational and academic requirements.

D. MIS & Documentation

- Maintain programme MIS.
- Consolidate enrolment, attendance, assessment and certification data.
- Assist in monthly and quarterly reporting.

E. Quality & Outcome Monitoring

- Support inspections and academic monitoring.
- Collect student feedback.
- Support collection of placement, employment, apprenticeship and self-employment outcomes.

F. Coordination & Escalation

- Identify programme-level issues.
- Escalate important issues to the Assistant Manager/AGM.
- Maintain proper programme records.

8. CENTRE MANAGER

Position Information

Designation: Centre Manager

Level: Centre Management

Reporting To: Programme Coordinator / Assistant Manager

Location: CESD Incubation-cum-Skill Centre / Authorized Training Centre

Position Summary

The Centre Manager shall be responsible for the **overall day-to-day management, administration, training operations, student mobilization and performance** of the assigned CESD Centre.

Required Skills & Qualifications

- Graduate in any discipline; relevant management/training experience preferred.
- Preferably **2–5 years' experience** in Training Centre Management, Education, Skill Development, Sales, Operations or related field.
- Strong leadership, communication and student-management skills.

Key Responsibilities

A. Centre Administration

- Ensure smooth day-to-day functioning of the centre.
- Maintain classrooms, laboratories, equipment and other facilities.
- Ensure cleanliness, safety and suitable learning environment.
- Maintain centre records and documents.

B. Student Mobilization & Enrolment

- Plan local student mobilization activities.
- Coordinate counselling and admission activities.
- Work towards approved enrolment targets.
- Maintain student registration records.

C. Training Operations

- Prepare centre-level training schedules.
- Coordinate Trainers, classrooms and laboratory facilities.
- Monitor attendance and discipline.
- Ensure approved curriculum is delivered properly.

D. Assessment & Certification

- Coordinate assessment schedules.
- Ensure eligible students participate in assessments.
- Maintain assessment and certification records.

E. Employment & Entrepreneurship Outcomes

- Support students in employment, apprenticeship and self-employment opportunities.
- Facilitate local employer and enterprise linkages wherever applicable.
- Support entrepreneurship and EDP activities conducted at the centre.

F. Team Management

- Allocate duties to Trainers and support staff.
- Monitor staff attendance and performance.
- Maintain discipline and professional conduct.

G. Reporting & Compliance

- Submit daily/weekly/monthly reports as prescribed.
- Maintain enrolment, attendance, assessment and outcome records.
- Ensure compliance with CESD policies and operational guidelines.
- Report major operational issues to the concerned Programme Coordinator/Assistant Manager.

9. COMPUTER & ACCOUNTS TRAINER

Position Information

Designation: Computer & Accounts Trainer

Level: Training Staff

Reporting To: Centre Manager / Programme Coordinator

Location: CESD Incubation-cum-Skill Centre / Assigned Training Centre

Position Summary

The Computer & Accounts Trainer shall be responsible for providing **classroom and practical training to students** in Computer Applications, Digital Skills, Accounts, Accounting Software and related Business/Financial Skills as per the approved curriculum.

Required Skills & Qualifications

- Graduate/Diploma in Computer Applications, Information Technology, Commerce, Accounts or relevant discipline.
- Relevant teaching/training experience preferred.
- Good knowledge of computer applications and digital tools.
- Knowledge of **Tally/accounting software** and relevant accounting applications will be preferred.

Key Responsibilities

A. Computer & Digital Skills Training

- Conduct classroom and practical computer training.
- Train students in MS Office, Internet, Email and other digital applications.
- Conduct hands-on practical sessions.
- Guide students in assignments and practical exercises.

B. Accounts & Financial Skills Training

- Provide training in basic accounting concepts.
- Train students in Tally/accounting software wherever included in the curriculum.
- Provide practical exposure to bookkeeping, billing, invoicing and basic financial record management.
- Provide financial literacy and business-accounting training wherever applicable.

C. Entrepreneurship & Business Skills

- Support modules covering basic business accounting, costing, pricing and cash-flow management.
- Provide practical understanding of digital payments and business record keeping.
- Assist students in understanding basic financial aspects of small businesses and self-employment.

D. Student Academic Support

- Maintain student attendance and academic records.
- Conduct practical exercises and assignments.
- Support assessment preparation.
- Provide academic guidance to students.

E. Computer Lab

- Ensure proper use and discipline of the Computer Lab.
- Maintain basic lab usage records.
- Report technical/equipment issues to the Centre Manager.
- Ensure training equipment is used appropriately.