



भारत सरकार

Government of India

कौशल विकास एवं उद्यमशीलता मंत्रालय / प्रशिक्षण महानिदेशालय

Ministry of Skill Development & Entrepreneurship / Directorate General of Training

क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय-केरल & लक्षद्वीप

REGIONAL DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
(KERALA & LAKSHADWEEP REGION)



कपकूटम, तिरुवनन्तपुरम-६९५ ५८२

NSTI-W Campus, KAZHAKUTTOM, TRIVANDRUM- 695582



RDSDE-RKL/4/2026-O/o NSTI(W) Trivandrum (E-76971)

DATE: 03/06/2026

VACANCY NOTIFICATION

Regional Directorate of Apprenticeship Training (RDSDE) Kerala, Trivandrum invites applications from eligible candidates for filling up of following posts on deputation basis:-

General Central Service-Non-Ministerial -Group 'C' posts.				
1	Name of the post	Upper Division Clerk or Cashier or Assistant Hostel Superintendent		
2	Number of posts and place of postings	Name of the organization	Number of vacancies	Place of posting
		Regional Directorate of Apprenticeship Training (RDSDE) Kerala, Trivandrum	2	Kzhakuttom-Trivandrum
		National Skill Training Institute (NSTI) General, Calicut.	2*	Govindpuram-Calicut *One post Vacancy from 1 st Nov 2026
3	Scale of Pay	Level-4 in the pay matrix (Rs.25500 –81100) of 7 th CPC		
4	Mode of Recruitment	By deputation		
5	Eligibility	Officers of the Central Government or State Government or Union territories administration. (a)(i) holding analogous post on regular basis in the parent cadre or department; or (ii) with eight years' service rendered after appointment to the post of Lower Division Clerk grade on a regular basis in level-2 in the pay matrix Rs. 19900- 63200. (b) possessing the following educational qualifications and experience, namely: - (i) 12th class pass or equivalent from a recognized Board; and (ii) a typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). (iii) at least three years' experience in the field of establishment or accounts or store section or training related work.		
6	Age Limit	The maximum age limit for applying the above said post is 56 years as on the closing date of receipt of application.		

- The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on the deputation. Similarly, the deputations shall not be eligible for consideration for appointment by promotion.
- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall **ordinarily not exceed three years**.
- The application (in the prescribed form at Annexure-I)** to be submitted **within 45 days** from the date of publication of the advertisement in the Employment News/Rozgar Samachar.
- The appointment on deputation shall be for a **period of three years** initially. The period of deputation may be extended on a year-to-year basis, after completion of the normal tenure, in accordance with Government of India norms, subject to a maximum period of five years. There shall be no provision for absorption to the said posts.
- The applications in the prescribed format of the willing and eligible candidates, who could be spared immediately, may be forwarded by the parent Departments/Cadre controlling authorities of the applications along with the self-attested copies of all the documents.
- The documents required for the considering of application are:**
 - Bio-data in Prescribed Proforma (Annexure-I)
 - Supporting certificate/ documents in respect of claimed educational qualifications including essential qualifications/Typing Certificate/MS Office
 - Cadre Clearance certificate stating that in event of selection, he will be relieved immediately issued by cadre controlling authority.
 - Attested photocopies of the APARs/ACRs for the last 5 years.
 - Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.
 - The details of major/minor penalties imposed on the officer during the last 10 years.
 - Details of experiences in terms of eligibility criteria for the post may also be clearly mentioned in bio-data form.

13. Applications which do not meet eligibility criteria given in the vacancy notification or found incomplete/deficient will summarily be rejected.
14. Candidate must fulfil the educational qualifications, experience and other **criteria as on the closing date of application.**
15. Merely fulfilling the eligibility criteria would not entitle a Candidate to claim for Interview/Test or selection against any post. Only the shortlisted candidates will be called for Interview and shall be required to submit the necessary documents in support of Age, Qualifications, Service Record/Experience, etc. and get the originals of the same verified at the time of Interview. If any candidate is found ineligible while verifying the documents, shall not be allowed to take up interview. **No TA/DA will be paid for attending the interview**
16. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information at the time of registration and submission of online application along with copies / testimonials.
17. Interview shall be conducted (on online or offline mode) as per the discretion of the DPC Screening Committee and accordingly intimation shall be sent to the shortlisted candidates only.
18. Decision of the Committee in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to deputation shall be final and binding on the candidate.
19. Canvassing in any form will be treated as disqualification.
20. Candidates in their own interest are advised to submit their applications well in time before the last date as mentioned for the post, The RDSDE Kerala does not assume any responsibility for the candidates not being able to submit their applications within the last date on account or for any other reasons beyond the control of the committee.
21. The DPC Screening Committee reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.
22. The DPC Screening Committee also reserves the right to cancel the deputation process as a whole or at any stage thereof for the post without any prior notice or without assigning any reason thereof.
23. **HOW TO APPLY:** Candidate must have two (02) copies of his/her recent passport size photographs (not more than 03 months old) before applying for post. While applying, the E-mail ID (Valid for at least 12 months) AND one alternate E-mail ID. The envelope should be superscribed with **APPLICATION FOR THE POST OF “UDC”** The application along with other documents as mentioned above should be sent to following address:-

Regional Director,
RDSDE Kerala & Lakshadweep,
NSTI (W) ,Campus, Kazhakuttom, Trivandrum-695 582

Sd/-
Regional Director,

ANNEXURE – I (Application form can be downloaded from: rdsdekerala.dgt.gov.in / <https://nsticalicut.dgt.gov.in/>)

APPLICATION FOR THE POST OF ON DEPUTATION BASIS

						Paste here self-attested passport size colored photograph
1.	Post Applied For	:				
2.	Name of the Place applied for	:				
3.	Name (IN BLOCK LETTERS)	:				
4.	Date of Birth	:				
5.	Date of retirement under Central Government Rules	:				
6.	Service to which you belong	:				
7.	Whether SC/ST	:				
8.	Office Address	:				
	Telephone No.	:				
	Fax No.	:				
9.	Correspondence Address	:				
	Telephone No.	:				
	Mobile No.	:				
	Email id (mandatory)	:				
10.	Permanent Address	:				
11.	Level in Pay Matrix along with Present Pay, Present Post held and date of present posting	:				
12.	Educational Qualifications (Matric onwards)					
	Exam Passed	Name of University/ Institute/ Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

13	Details of employment (in Chronological order).							
	Sl. No	Name of the office	Post held	Period		Nature of appointment (Regular/ Ad-hoc/ Deputation)	Level in Pay Matrix/Pay band and Grade Pay	Nature of duties
				From	To			
14.	Nature of present employment i.e. Permanent/Ad-hoc/ Temporary				:			
15.	In case the present employment is held on deputation, please state: a) The date of initial appointment: b) Period of appointment: c) Name and address of the present office / organization: d) Name and address of parent office/ organization :				:			
16.	Details of training undergone (MS office)				:			
17.	Details of proficiency in computer				:			
18.	Any other information, applicant wants to furnish				:			
19.	Please state briefly how you find yourself best suitable for the post applied for:							

Applicants not holding the post in the Level in Pay Matrix/Pay Band/Grade Pay pertaining to Central Government should indicate the equivalent of the Pay Scale viz-a-viz the Central Government's pay scales.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:

Date:

Signature of the
Candidate

Address:

Certificate to be furnished by the Employer/Head of Office/ Forwarding Authority:

Certified that the above particulars furnished by Shri/Smt. _____ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified: -

1. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt. _____.
2. That his/her integrity is certified
3. That his/her CR/ APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
4. That no major/minor penalty has been imposed on him/her during the last ten years.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

ate:

List of enclosures: