

Ref. no.-TPGI/Admin/2022/02/443

Dated :-02/03/2022

To  
The District Employment Officer  
District Sirmour, Nahan, (HP) 173001.

**Sub.:- Requisition for the posts of Teaching and Administration Staff on Contract basis.**

Respected Sir/Madam

The Planet Group of Institutions (Promoted by- The Planet Education Society) Registered under the Society Reg. Act. 2006, Govt. of Himachal Pradesh. We are providing a platform for achieving academic excellence through modern technology. Regarding it is submitted that Institution requires following well qualified Teaching/Non-Teaching Staff for our Institutions on Contract basis.

Online application is called for below mentioned posts. The desired candidate should apply for these posts through online link display in [www.theplaneteducation.net](http://www.theplaneteducation.net) website (at Notification tab) the candidate should check their education qualification, experience before filling the online application form.

**NOTE: - THE CANDIDATES MEETING ELIGIBILITY CRITERION WILL HAVE TO APPEAR IN VIRTUAL INTERVIEW/SKILL TEST.**

**1. Branch/Department: - The Planet Group of Institution (TPGI)**

Sr.No.	Name of Post	Place of Posting	Number of post	CTC Annual
1.	General Manager	Paonta Sahib, Sirmour	1	420000 to 480000
2.	Accounts & HR	Paonta Sahib, Sirmour	1	144000 to 180000
4.	IT Expert	Paonta Sahib, Sirmour	1	270000 to 300000
4.	Examination/Assessment Executive	Paonta Sahib, Sirmour	1	126000 to 150000
<b>Total</b>			4	

**2. Branch/Department: - The Planet Skill Development Mission (TPSDM)**

Sr. No.	Name of Post	Place of Posting	Number of post	CTC Annual
1.	Executive Director	Paonta Sahib, Sirmour	1	360000 to 420000
2.	Chief Programme Coordinator	Paonta Sahib, Sirmour	1	300000 to 360000
3.	Programme Coordinator	Paonta Sahib, Sirmour	2	150000 to 180000
<b>Total</b>			4	



**3. Branch/Department :- The Planet Skill Academy (TPSA)**

Sr. No.	Name of Post	Place of Posting	Number of post	CTC Annual
1.	Front Office Executive /Counsellor	Paonta Sahib, Sirmour	2	114000 to 144000
2.	Centre Manager/Principle	Paonta Sahib, Sirmour	1	270000 to 300000
3.	Medical Lab Technician Trainer	Paonta Sahib, Sirmour	1	162500 to 188500
4.	Hospitality and Management Trainer	Paonta Sahib, Sirmour	1	162000 to 188000
5.	MIS Executive	Paonta Sahib, Sirmour	1	126000 to 150000
6.	Electrical/Power Trainer	Paonta Sahib, Sirmour	1	126000 to 150000
7.	Computer Trainer	Paonta Sahib, Sirmour	1	102000 to 126000
8.	Accounts & Tally Trainer	Paonta Sahib, Sirmour	1	102000 to 126000
8.	Sales & Marketing	Paonta Sahib, Sirmour	2	126000 to 150000
<b>Total</b>			<b>11</b>	

**4. Branch/Department:-The Planet Education Institute (TPEI)**

Sr. No.	Name of Post	Place of Posting	Number of post	CTC Annual
1.	Front Office Executive /Counselor	Paonta Sahib, Sirmour	1	114000 to 144000
2.	Computer Trainer	Paonta Sahib, Sirmour	1	102000 to 126000
3.	Accounts& Tally Trainer	Paonta Sahib, Sirmour	1	102000 to 126000
4.	Peon/Housekeeping	Paonta Sahib, Sirmour	1	86000 to 98400
<b>Total</b>			<b>4</b>	

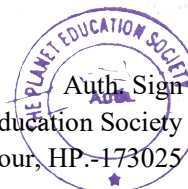
Please visit [www.theplaneteducation.net](http://www.theplaneteducation.net) and read all instructions, terms and conditions carefully before applying.  
The last date of submit application: - 5.00 P.M., 17-03-2022.



The Planet Education Society  
Paonta Sahib, Sirmour, HP.-173025

**Copy to: -**

- Sub. Employment Ex. Paonta sahib, Sirmour for information and to support Employability.
- Chairman “The Planet Education Society”, for information.
- Website.
- Office Copy.



The Planet Education Society  
Paonta Sahib, Sirmour, HP.-173025

**Eligibility Criteria:-**

<b>Name of Post</b>	<b>Minimum Eligibility Criteria</b>
<b>General Manager (TPGI)</b>	Graduate in any Discipline from a recognized Institute /University. One Year Computer Diploma from a recognized Institute /University. Minimum 05 years Relevant Experience.
<b>Executive Director (TPSDM)</b>	Graduate in any Discipline from a recognized Institute /University. One Year Computer Diploma from a recognized Institute /University. Minimum 07 years Relevant Experience.(At least three years in skill related job)
<b>Centre Manager /Principle</b>	Graduate in any Discipline from a recognized Institute /University. One Year Computer Diploma from a recognized Institute /University. Minimum 05 years Relevant Experience Preferably in IT skill Development Related Projects.
<b>Accounts &amp; HR Manager</b>	Bachelor Degree in HR or Related business field 3+ experience in Accounts/GST Comprehensive understanding of local, State and federal employment laws
<b>Chief Program Coordinator</b>	Graduate in any Discipline from a recognized Institute /University. One Year Computer Diploma from a recognized Institute /University. Minimum 05 years Relevant Experience. (At least three years in skill related job)
<b>Program Co-coordinator</b>	Graduate in any Discipline from a recognized Institute /University. One Year Computer Diploma from a recognized Institute /University. Minimum 3 years' Experience Relevant Post. (At least One years in skill related job)
<b>Accounts &amp; Tally Trainer</b>	B.C.A /PGDCA/MCA/B.Tech. CSE, Minimum 02 Year Experience. 10+2, B.Com, Accounts & Tally Diploma with GST, Minimum 02 Year Experience.
<b>Medical Lab Technician Trainer</b>	MD/DNB(Pathology/Microbiology/Laboratory Medicine/Biochemistry) B.Sc. MLT ,DCP,DMLT B.Sc./M.Sc./PhD in Medical biochemistry/Medical Microbiology Minimum 03 to 06 year Experience of relevant Trade
<b>Hospitality and Management Trainer</b>	Certified in Domain, Diploma in Hotel Management Degree in Hotel Management Minimum 2 years' Experience Relevant Trade.
<b>Power/Electrical Trainer</b>	10+2, Diploma in relevant trade of minimum 1 year duration. ITI in the relevant trade. Graduate in the relevant trade Minimum 02 Years' Experience
<b>Examination/Assessment</b>	Bachelor Degree One Year Computer Diploma from a recognized Institute /University Minimum 02 Years' Experience of relevant Sector
<b>Sales &amp; Marketing Executive</b>	10+2, BA, MBA With 2year'Expreience in Education Sector.
<b>MIS Executive</b>	DCA/B.C.A /PGDCA/MCA/B.Tech Good knowledge of Excel, Word, Power Point&2 year's Working Experience
<b>Reception/Counsellor</b>	Graduate in any Discipline from a recognized Institute /University. One Year Computer Diploma from a recognized Institute /University Minimum 2 years' Experience.
<b>Computer Trainer</b>	B.C.A /PGDCA/MCA/B.Tech. CSE,Minimum 02 Year Experience.
<b>IT Expert/ Digital Marketing Executive</b>	BCA/ MCA /MCA/B.Tech, Minimum 02years Experience (Good Knowledge of Digital Marketing)
<b>Plumbing Trainer</b>	ITI / Diploma in or Civil Engineering or Mechanical Engineering or works in Plumbing industry or supervisor in Plumbing related activities. Minimum 02 Years' Experience of relevant Trade
<b>Housekeeping</b>	8 <sup>th</sup> /10 <sup>th</sup> Pass or equivalent

The power of terminating the service is in the hands of Chairman/Managing Director of TPGI.



The Planet Education Society

## **Application Fees / Payment Procedure**

**Note:- Before filling the application form candidate must have payRs. 500/- application fees.**

- 1) Candidate must have a valid E-mail ID.
- 2) Candidate must deposit fee (Rs . 500/-) through online mode only through UPI Money Transfer (Bhim app, Google Pay, Phone Pay, Paytm etc.) or Net Banking (IMPS, NEFT etc.) before proceeding the application form.
- 3) The Transaction Receipt/ Details must be retained by the candidate for future reference.
- 4) The valid transaction receipt having UPI transaction ID /UTR number / Net Banking Reference ID (clearly visible) must be uploaded in document upload section.
- 5) Cash Deposit in account will not be accepted.
- 6) Fee once paid will not be refunded.

### **Bank Account Details for Marking the Payment:**

**Name: The Planet Education Society**

**Bank Name: Indian Bank Paonta Sahib**

**Account No: 50437512716**

**IFSC Code: IDIB000P570**

### **How to Apply**

1. Only online application form will be received.
2. Go to TPSDM official website (<https://www.theplaneteducation.net>)
3. Click on Notification tab.
4. Under the Notification tab go through the Link Advertisement, Application form filling steps before filling the form.
5. Pay application fee of Rs. 500/- through online mode only. Bank details are provided above.
6. Clicks apply online Link and follow the steps.
7. Upload concerned documents
  - a. Upload Payment receipt (jpeg/jpg)size below 1Mb.
  - b. Upload Qualification & work Experience Certificate in Single PDF size below 10 MB
  - c. Upload Recent Passport size photo(jpeg/jpg) size below 1Mb
8. Submit the form

### **Result/virtual interview**

9. The candidates meeting eligibility criterion will have to appear in virtual interview/ skill test.

