

Ref. no.-TPGI/Admin/2022/09/609

Dated :-06/10/2022

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 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.

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

Sr. No.	Name of Post	Place of Posting	Number of post	CTC Annual
1.	Director (TPGI)	Paonta Sahib, Sirmour	1	540000 to 660000
2.	Administrative officer	Paonta Sahib, Sirmour	1	405000 to 4950000
3.	Accounts & HR	Paonta Sahib, Sirmour	1	144000 to 180000
4.	IT Expert/ Digital Marketing Executive	Paonta Sahib, Sirmour	1	270000 to 300000
Total			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 (TPSDM)	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
4.	Placement Coordinator	Paonta Sahib, Sirmour	1	270000 to 300000
5.	Data Entry Operator – cum- MIS Executive	Paonta Sahib, Sirmour	1	126000 to 150000
Total			5	



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 /Counselor	Paonta Sahib, Sirmour	1	114000 to 144000
2.	Principle-Cum-Centre Operation Manager	Paonta Sahib, Sirmour	1	202500 to 300000
3.	Trainer Paramedical Medical Lab Technician	Paonta Sahib, Sirmour	1	162500 to 188500
4.	Hospitality and Management Trainer	Paonta Sahib, Sirmour	1	162000 to 188000
5.	Electrical/Power Trainer	Paonta Sahib, Sirmour	1	126000 to 150000
6.	Computer Trainer	Paonta Sahib, Sirmour	1	114000 to 126000
7.	Accounts & Tally Trainer	Paonta Sahib, Sirmour	1	114000 to 126000
8.	Sales & Marketing	Paonta Sahib, Sirmour	2	126000 to 150000
9.	Trainer Fashion Designing	Paonta Sahib, Sirmour	1	114000 to 126000
10.	Housekeeping	Paonta Sahib, Sirmour	1	86400 to 98400
Total			11	

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	114000 to 126000
3.	Accounts& Tally Trainer	Paonta Sahib, Sirmour	1	114000 to 126000
4.	Peon/Housekeeping	Paonta Sahib, Sirmour	1	86400 to 98400
Total			4	

Please visit www.theplaneteducation.net and read all instructions, terms and conditions carefully before applying.
The last date of submit application: - 5.00 P.M., 14-10-2022.



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

Copy to: -

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



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

Eligibility Criteria:-

Name of Post	Minimum Eligibility Criteria
Director (TPGI)	Graduate in any Discipline from a recognized Institute /University. Computer Diploma from a recognized Institute /University. Minimum 05 years Relevant Experience.
Administrative officer	Graduate in any Discipline from a recognized Institute /University. Computer Diploma from a recognized Institute /University. Minimum 05 years Administrative Experience.
Executive Director (TPSDM)	Graduate in any Discipline from a recognized Institute /University. Computer Diploma from a recognized Institute /University. Minimum 07 years Relevant Experience.(At least three years in skill related job)
Principle-Cum-Centre Operation Manager	Graduate in any Discipline from a recognized Institute /University. Computer Diploma from a recognized Institute /University. Minimum 05 years Relevant Experience Preferably in IT skill Development Related Projects.
Accounts & HR Manager	Bachelor Degree in HR or Related business field 3+ experience in Accounts/GST Comprehensive understanding of local, State and federal employment laws.
Chief Program Coordinator	Graduate in any Discipline from a recognized Institute /University. Computer Diploma from a recognized Institute /University. Minimum 05 years Relevant Experience. (At least three years in skill related job)
Placement Coordinator	Graduate in any Discipline from a recognized Institute /University. Computer Diploma from a recognized Institute /University. Minimum 4 years' Experience Relevant Post. (At least One years in skill related Placement job)
Program Co-coordinator	Graduate in any Discipline from a recognized Institute /University. Computer Diploma from a recognized Institute /University. Minimum 3 years' Experience Relevant Post. (At least One years in skill related job)
Accounts & Tally Trainer	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.
Medical Lab Technician Trainer	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
Hospitality and Management Trainer	Certified in Domain, Diploma in Hotel Management Degree in Hotel Management Minimum 2 years' Experience Relevant Trade.
Power/Electrical Trainer	10+2, Diploma in relevant trade of minimum 1 year duration. ITI in the relevant trade. Minimum 02 Years' Experience
Sales & Marketing Executive	10+2, BA, MBA With 2year'Exprience in Education Sector.
MIS Executive	DCA/B.C.A /PGDCA/MCA/B. Tech Good knowledge of Excel, Word, Power Point&2 year's Working Experience
Front Office Executive /Counselor	Graduate in any Discipline from a recognized Institute /University. Computer Diploma from a recognized Institute /University Minimum 2 years' Experience.
Computer Trainer	B.C.A /PGDCA/MCA/B. Tech. CSE, Minimum 02 Year Experience.
IT Expert/ Digital Marketing Executive	BCA/ MCA /MCA/B. Tech, Minimum 03years Experience (Good Knowledge of Digital Marketing)
Trainer Fashion Designing	10+2, Diploma in relevant trade of minimum 1 year duration. ITI in the relevant trade. Minimum 02 Years' Experience
Housekeeping	8 th /10th Pass or equivalent

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


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

Application Fees / Payment Procedure

Note:- Before filling the application form candidate must have pay Rs. 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 Making 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 Organization official website (<https://www.theplaneteducation.net>)
3. Click on Notification tab.
4. Under the Career 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/Interview

9. Eligible candidates will be called for interview.

