



## APPAREL TRAINING & DESIGN CENTRE

ATDC, National Head Office, Paridhan Vikas Bhawan,  
Plot no. 50, Sector 44, Institutional Area, Gurgaon, Haryana 122003

ATDC is India’s largest Vocational Training Provider for Apparel Sector with over 100 Centres pan-India. ATDC invites Applications from suitable candidates for the positions of Principal and Lecturer (on purely contractual basis) for ATDC-Chhindwara, possessing following educational qualifications and experience:

S. No.	Name of the Post	Qualifications & Experience
1	Principal (Contract basis)	<p><b>Qualifications-</b> Ph. D or Post Graduate Degree in Apparel /Textile/ Fashion Technology from recognized University / Institute of National / International repute.</p> <p><b>Experience-</b> At least 10 years of Industry experience with preferably 2-3 years of experience in Teaching/Training or Head of a Fashion / Apparel Training Institute. Proven caliber/practical knowledge in managing academic and administrative/account related matters in training &amp; education organization in Fashion/Apparel. Experience of liaising with Central/State Govt. Dept./agencies and contacts in Fashion/Apparel Industry</p> <p><b>Job Description:</b> <b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Managing of Institution building and overall administrative management. Leadership in organizing, motivating, &amp; supervising the team for Academic and Administrative activities at in a Vocational / Educational Institute.</li><li>• Monitoring &amp; control of academic calendar/time table and allocation of teaching work to faculty.</li><li>• Achieving admission targets and managing mobilization for Direct/ Sponsored skill training programmes is ATDC Pro-up.</li><li>• Tie-ups / liasoning for industry/State/CSR / ATDC- Pro-up projects in the State of Chhindwara.</li></ul>

2	Lecturer (Contract basis)	<p><b>Qualification:</b> Post Graduate Degree in Garments/ Apparel /Textile/ Fashion Technology from recognized University / Institute of National / International repute.</p> <p><b>Experience:</b> At least 5 years of Industry experience with 2-3 yrs of teaching work experience in Textile and Clothing with effective communication skills (Oral and written) and Basic computer and online training skills.</p> <p><b>Job Description:</b> <b>Roles and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Delivery of lectures, conducting practical, Audio Visuals and online classes etc. for the Students of Degree, Diploma and Certificate Courses. Candidate should have passion for teaching with humane approach and behavior.</li><li>• Content development for each course and preparation of course wise schedule. Conceptualizing and creating illustration, demonstration or related events.</li><li>• Assist Principal in administrative work for managing Centre, viz handling students, attendance, examinations and preparing results, reports etc. Candidates who have worked in Industry and having experience with Govt. agencies/ State Skill Missions and ATDC pro-up will be preferred.</li></ul>
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Candidates eligible may forward their applications along with updated CV and recent photograph to the address as given above or e-mail at [hr@atdcindia.co.in](mailto:hr@atdcindia.co.in) on or before 30<sup>th</sup> October, 2021.