



“Tribhuvan” Sahkari University

(An Institution of National Importance, under Ministry of Cooperation, Government of India)

ADVERTISEMENT FOR PROGRAM TRAINERS

Professional Development and Capacity-Building Program for PACS Secretaries, Gujarat

Program Overview

Tribhuvan Sahkari University (TSU) is undertaking a Professional Development and Capacity-Building Program for PACS Secretaries in Gujarat in coordination with the Department of Cooperation, Government of Gujarat. The program is designed as a structured, standardized and practice-oriented two-day capacity-building intervention.

The proposed target group is approximately 10,693 PACS Secretaries, subject to the final participant list confirmed by the Department. The curriculum framework covers PACS history and governance; role clarity for the Secretary; records and member relations; finance and internal controls; business development and diversification; service expansion; computerization; digital services/MIS; and action planning.

TSU invites applications for Program Trainer for this project. Selected Trainers will deliver the standardized two-day curriculum designed by TSU and may also be assigned administrative, coordination and other program-related responsibilities as required by the University.

Post Details

Name of the Post	Program Trainer
Consolidated Remuneration	Rs. 50,000 per month (all-inclusive, fixed)
Nature and Period of Engagement	Contractual engagement for 11 months

Educational and Other Qualifications

Essential Qualification: Bachelor's degree in any discipline from a recognized University.

Essential Experience: Minimum 2 years of relevant experience.

Essential Skill: Proficiency in reading, writing and speaking Gujarati.

Desirable Qualifications/Experience: Exposure as a trainer, teacher or facilitator; Postgraduate qualification.

Key Responsibilities

- Deliver the standardized PACS Secretary training curriculum in accordance with the program design and University guidance.

- Facilitate participant interaction, exercises, case discussions, action planning and other learning activities.
- Maintain session records, attendance, participant feedback, documentation and other program records.
- Coordinate with the Program Manager, PMU Executives, DCCBs, cooperative institutions and other resource persons for smooth program delivery.
- Undertake administrative, coordination, reporting and other program-related responsibilities in addition to training duties, as assigned by the University.
- Undertake any other program-related responsibility within the scope of the assignment and as required by the University.

Application Process

Applications shall be submitted online through the following link:
Link: <https://form.jotform.com/262812888327064>

The application portal shall remain open until the last date notified by TSU on the University website. Candidates are advised to check the recruitment page regularly for the application schedule and any amendments.

Common Instructions for Candidates

1. Candidates must be citizens of India.
2. Only online applications through the University recruitment portal will be accepted. The closing date and time shall be as notified on the University website.
3. The position is purely contractual with fixed, all-inclusive remuneration of Rs. 50,000 per month for an engagement period of 11 months, subject to the terms communicated by the University.
4. The experience required for the post shall be reckoned only from the date of acquiring the essential qualification mentioned in this advertisement.
5. Incomplete applications in any respect will not be considered, and no correspondence will be made in this regard.
6. Candidates called for interview/screening/document verification shall produce original documents relating to educational qualifications, experience and other prescribed requirements. Failure to produce originals may result in cancellation of candidature.
7. TSU reserves the right to fill or not to fill any or all posts, withdraw the advertisement partly or wholly, and increase or decrease the number of posts without assigning any reason.
8. TSU may verify the antecedents and documents submitted by candidates at any stage. False, fabricated, suppressed or otherwise unacceptable information/documents may lead to cancellation of candidature or termination of contractual engagement as per university rules.
9. In case of any inadvertent mistake in the selection process detected at any stage, even after issuance of an appointment letter, the University reserves the right to modify, withdraw or cancel any communication, including the appointment.
10. TSU may restrict the number of candidates called for interview/screening to a reasonable number as decided by the duly constituted committee.
11. TSU may conduct a screening test for shortlisting candidates, as required. Call letters for screening/interview will be sent to shortlisted candidates through email.

12. No correspondence will be entertained with candidates who are not shortlisted for the next stage of the selection process.
13. Interviews will ordinarily be conducted in physical mode, unless otherwise decided by the University.
14. Selection will be based on the overall record and performance in the selection process/interview. Mere possession of the prescribed minimum qualification does not create any right to be called for interview or selection.
15. Selected candidates may be required to undergo such orientation/training and assessments as may be prescribed by the University.
16. Canvassing in any form on behalf of or by any candidate will disqualify the candidate from consideration.
17. Selected candidates may be deployed at any TSU campus and/or training or field locations as required. Deployment may change depending on program requirements.
18. Candidates are responsible for ensuring that the email address and other contact details provided in the application are correct. TSU will not be responsible for loss of communication arising from incorrect details.
19. Candidates are advised to check the TSU website (www.tsu.ac.in) and their registered email account, including Spam/Junk folders, regularly for updates regarding the selection process.
20. Any amendment or change to this advertisement will be published on the TSU website.
21. No TA/DA will be paid by TSU for attending the interview, written test, screening test or document verification.
22. No person shall be recruited unless medically fit for efficient performance of the duties of the post. A medical fitness certificate may be required as prescribed by the University.
23. The terms and conditions of appointment will be communicated to selected candidates through an Offer Letter. If the candidate does not accept the terms and conditions within the stipulated time, the offer will be treated as withdrawn.
24. In case of any dispute or ambiguity relating to this advertisement or the selection process, the decision of the University shall be final and binding. Jurisdiction for legal proceedings shall be as applicable under law and the rules of the University.
25. Before submitting the application, candidates must ensure that they have read all instructions relating to educational qualifications, experience and other eligibility criteria. Candidature shall remain provisional until verification of original documents.

For updates and application: www.tsu.ac.in | <https://tsu.ac.in/careers/careers.php>

Eligible and Interested candidates may apply online by November 18, 2026, at
Link: <https://form.jotform.com/262812888327064>

Applicants may send their queries or concerns, along with the necessary details, to pacs@irma.ac.in for resolution.

Sd/-
Registrar
“Tribhuvan” Sahkari University
Anand