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**Application Format for Empanellment as Master Trainer**  / **Designer**

State.....  
District/Location applied for .....

Personal Details

1..	Name of the Candidate (Ms, Mrs. Mr)			
2.	Address (Both Permanent & Present)			
3.	Date of Birth			
4.	Category			SC / ST / General (Pls. tick)
5.	Sex			
6.	Adhar Card No. (Enclose Photocopy)			
7.	Bank Details			
	Name of the Bank & Branch			
	A/c No. with IFS Code			
8.	Telephone			Mobile : Residence :
9.	Email Id			
10.	Academic Qualification (Enclose self attested copy of certificate)			
	Qualification/Degree	Year of Passing	Institution(University/college/school)	Division
11.	Languages Known	Read	Write	Speak
12.	Other Trainings/qualifications incl relevant short training courses ( Enclose attested copy of certificate)			
	Name of the Course	Year of completion	Duration	Name of the Institute/University/Body
				Diploma/Certificate
13.	If you have Employment/experience Records then give detail as follows (if necessary add separate sheet)			
	Name & Address of the Employer	Designation	Period	Experience in year
				Brief description of duties
14.	Field of Specialization ( If any)			

Present Occupation/Activities (if necessary add separate sheet)

Declaration

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time my candidature/appointment may be cancelled/terminated without any notice.

Date :

**Signature of the Applicant**

Place :

## TERMS OF REFERENCE OF DESIGNERS/MASTER TRAINERS

### A. **Category of Designers/ Trainers :**

There will be three category of Master Trainers viz :

- i. **Category ‘A’** : Designer having qualification from reputed design institutions like NID, NIFT etc. or equivalent.
- ii. **Category ‘B’** : Trainer having own production unit and the JDP products are in market, both domestic and international for at least for 5 years and above.
- iii. **Category ‘C’** : Trainer having sufficient knowledge for imparting training in JDPs for five years or Empanelled with DC (Handlooms & Handicrafts) as Master Trainer.

While category ‘A’ will be suitable for Design Training, Category ‘B’ & ‘C’ will be placed for Basic and Advance Training.

### B. **Duration of Training Programme :**

- a) Design Training : Two weeks
- b) Advance Training : Two weeks
- c) Basic Training : Three weeks

### C. **Remuneration to Designers/Master Trainers :**

- a) **Designer suitable for Design Training** : Rs. 25,000/- for two weeks  
(To be paid directly by NJB upon successful completion of the programme)
- b) **Master Trainer for Basic Training** : Rs. 15,000/- for three weeks  
(To be paid directly by NJB upon successful completion of the programme)
- c) **Master Trainer for Advance Training** : Rs. 15,000/- for two weeks  
(To be paid directly by NJB upon successful completion of the programme)

D. **Board & Lodging Facility** : To be borne by the Agency out of the training cost.

E. **Passage fare** : At actual restricted to maximum 3A railway class.  
(To be borne by the agency out of training cost)

F. **Indicative JDPs to be covered** : (i) Shopping Bags (SB):Shopping,Promotional and carry bags.  
(ii) Utility Products:Office Stationery, Utility bags, fancy & designer bags,value added bags including file covers, pen stand,calendars, wallets and clutches, school bags, office bags, sports travel bags, laptop bags, brief cases, suitcases etc.  
(iii) Handicrafts :Jute handicrafts-braided, non-braided,moulded etc. incl motifs, jewellery ornaments, flower bouquet, hammock, footwear slippers etc.  
(iv) Handloom Products :Decorative fabrics, floor coverings, mats and matting etc.  
(v) Other products : Other innovative and value added jute products including fashion garments and accessories.

G. **Indicative Derivable/Outcome** : (i) Master Trainers/Designers should impart skill on 10-12 types of assorted JDPs for bags, handicrafts, footwear, jewellery etc.  
(ii) Dyeing, bleaching, woolenisation and printing  
(iii) Handloom fabric with 5 designs

H. **Terms of Appointment** : Purely temporary and on contractual basis only for specific training.

I. **Placement** : All India depending upon requirement.