“Tribhuvan” Sahkari University

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

Advertisement For the Post of Senior Trainer Consultant in the Training Wing (prashikshan khand)

Applications for the invited from eligible candidates for contractual engagement in the Training Wing (Prashikshan Khand) of “Tribhuvan” Sahkari University (TSU) for the position of Senior Trainer Consultant for the period of eleven (11) months, subject to the terms and conditions of the individual contract and extendable based on performance and university requirement

Post Details

Name of the Post	**Senior Trainer Consultant**
Consolidated Remuneration	Rs.1,50,000 per month (all-inclusive, fixed)
Nature and Period of Engagement	Contractual engagement for 11 months
Age limit	Preferably upper age limit 62 years

Essential Educational Qualifications

Master’s degree from a recognised university or institution with specialisation in cooperative management, rural development or an allied discipline.

Essential Experience

At least 15 years of relevant professional experience, preferably in training and facilitation, instructional design, curriculum development, learning and development (L&D), institutional capacity building or educational consulting.

Desirable experience and attributes

Experience of designing or leading Training of Trainers (ToT), Training of Master Trainers (ToMT), or large-scale sectoral capacity-building initiatives; familiarity with cooperative institutions, rural development or public-sector training systems; and ability to work across Indian language contexts.

Essential competencies and proficiency

- Demonstrated excellence in oral and written communication, training facilitation, group engagement and classroom management is essential. The candidate must be able to communicate complex concepts clearly to audiences with varied educational, professional and language backgrounds.
- Proven ability to independently plan, facilitate and evaluate training programmes using adult-learning principles and participatory methods, including case discussions, group exercises, role-plays, simulations and experiential learning.

- Strong proficiency in curriculum and instructional design, including learning needs analysis, learning outcomes, session plans, facilitator manuals, participant materials, assessment tools and job aids.
- Proficiency in designing and commissioning multimedia and technology-enabled learning materials, including presentations, videos, interactive resources, digital modules and blended or online learning experiences. Familiarity with suitable learning management systems and responsible use of AI-enabled learning tools is desirable.
- Ability to contextualise learning for different cooperative sectors, institutional tiers and participant groups, and to assess the effectiveness and workplace application of training.
- Strong stakeholder-management, mentoring, analytical and report-writing skills, with the ability to guide other trainers and contribute to training quality assurance.

Indicative roles and responsibilities

- Lead training needs assessments and design, develop, review and periodically update structured curricula, courses and learning modules aligned with the University's capacity-building priorities.
- Personally teach and serve as a resource person in ToT, ToMT and other training and capacity-building programmes. Deliver sessions at grassroots, operational, managerial, governance and senior leadership levels, and for other target groups as deemed appropriate by the Prashikshan Khand, depending on subject proficiency, sectoral relevance and programme requirements from time to time.
- Design and supervise the development of high-quality facilitator guides, participant handbooks, assessment instruments, case studies, exercises, simulations and multimedia or digital learning content, ensuring contextual relevance and accessibility.
- Facilitate interactive and practice-oriented learning, adapting teaching strategies to the participants' roles, language contexts, prior knowledge and institutional responsibilities.
- Guide, observe, coach and mentor trainers, master trainers, subject experts and other resource persons; contribute to the standardisation and quality review of training content and delivery.
- Collaborate with faculty, cooperative institutions, Government departments and partner organisations on programme design, delivery planning, training resources and sector-specific adaptations.
- Develop and use appropriate feedback, assessment and training-evaluation mechanisms; analyse evidence of learning and programme performance; and recommend improvements and follow-up interventions.
- Undertake other related teaching, training, instructional-design, mentoring and capacity-building assignments entrusted by TSU through its Prashikshan Khand.

GENERAL TERMS AND CONDITIONS:

1. Contractual tenure. Each engagement shall be purely contractual for an initial period of 11 months from the date specified in the appointment/engagement letter. Any extension or subsequent engagement, if approved, shall depend on requirements of the university, satisfactory performance, availability of requisite sanction and the decision of the competent authority. Renewal or extension shall not be automatic.

2. Nature of appointment. The engagement shall not confer any right to regular appointment, absorption, regularisation, seniority or continuation in service beyond the contractual tenure, nor any claim to a regular vacancy in TSU.

3. Remuneration. The consolidated pay per month specified are consolidated monthly remuneration, subject to applicable statutory deductions.

4. Eligibility and cutoff date. The upper age limits, educational qualifications and experience prescribed for the respective positions shall be determined with reference to the closing date for receipt of applications, unless a different cutoff date is notified. Candidates must satisfy the prescribed criteria and submit authentic documentary proof of their claims.

5. Scrutiny, shortlisting and selection. Meeting the minimum eligibility criteria shall not, by itself, entitle an applicant to be called for assessment or selection. TSU may shortlist candidates on the basis of qualifications, relevance and quality of experience, demonstrated competencies and suitability. The assessment may include an interview, written or skill test, presentation, teaching/facilitation demonstration, review of a sample training module or portfolio, or any combination of these, as determined by the University.

6. Verification of documents. Original certificates and supporting documents relating to date of birth, educational qualifications, experience and other claims shall be produced at the stage prescribed by TSU. Applications that are incomplete, unsupported or received after the prescribed deadline may be rejected. Any false statement, material suppression or forged document may lead to cancellation of candidature or engagement and such further action as is permissible under applicable law.

7. Work location and travel. The place of work and reporting arrangements shall be determined by TSU. The engagement may require travel and delivery or support of programmes at university and external locations, including different States or regions.

8. Professional obligations. Selected persons shall comply with applicable University policies and lawful directions relating to professional conduct, confidentiality, data protection, conflict of interest and use of institutional resources. Training materials, data, reports and digital resources developed in the course of engagement shall be handled and handed over in accordance with the contract and applicable University policies.

9. Performance and termination. Continuance during the contractual period shall be subject to satisfactory performance, professional conduct and fulfilment of assigned responsibilities. Reporting, performance review, notice, termination and other service conditions shall be governed by the individual contract and applicable rules.

10. University's right regarding recruitment. TSU reserves the right to fill or not fill any or all of the advertised positions; to increase or decrease the number of positions, subject to approval and applicable rules; and to modify, postpone, withdraw or cancel the recruitment process, in whole or in part, at any stage without assigning any reason. \

11. Canvassing and expenses. Canvassing in any form shall render the candidature liable to disqualification. No travelling allowance or daily allowance shall be paid for participation in the selection process by TSU.

12. Communications and corrigenda. Applicants shall be responsible for providing accurate contact details and regularly checking the official channel specified in the recruitment notice for communications, updates and corrigenda, if any. The University may communicate with shortlisted candidates by the means notified for the recruitment process.

13. Scope of assignment. The responsibilities specified for each position are indicative and not exhaustive. TSU may assign related training, instructional-design, programme-support or administrative duties consistent with the position, the individual's proficiency and institutional requirements.

14. Only Online Applications through the University Website https://tsu.ac.in/careers/careers.php will be accepted. The portal of online application will remain open up to 23:59 hrs on November 29, 2026.

Sd/-
Registrar
"Tribhuvan" Sahkari University
Anand