

## Advertisement



### **Hydrocarbon Sector Skill Council**

(A society registered under the Societies Registration Act, 1860)  
OIDB Bhawan, 2<sup>nd</sup> floor, Tower-C, Sector 73, Noida -201301

Applications are invited from interested candidates for the engagement as Asst. Consultant, Deputy Consultant and Consultant on fixed term contract basis in various functions of council as per the details below;

<b>S No</b>	<b>Position</b>	<b>No. of vacancies</b>
1	Asst. Consultant (Operations)	1
2	Asst. Consultant (Assessment)	1
3	Deputy Consultant (Operations)	1
4	Deputy Consultant (Training Delivery)	1
5	Deputy Consultant (Finance & Accounts)	1
6	Consultant (Standard & QA)	1
7	Consultant (HR & Administration)	1

Interested and eligible applicants may apply on following link latest by 18.11.2025;

Link to apply: <https://forms.gle/R875oJ9wqkJXoHVz8>

For more information about the eligibility and job description, please visit HSSC website; [www.hsscindia.in](http://www.hsscindia.in)

HSSC reserves the rights to fill up the vacancy as well as to amend the eligibility conditions and terms & conditions regulating the appointment to the post.

**Sd/-**  
**Manager (Affiliation & Training), HSSC**

**Job Description: Asst. Consultant (Operations)**

<b>Name of Position:</b> Asst. Consultant (Operations)
<b>Qualification:</b> Graduate, regular full-time from a recognised university/institute
<b>Work Experience:</b> Min. 0-1 years relevant experience in training and operations
<b>Age:</b> Minimum 25 years, as on last date of receipt of application
<b>No of Positions:</b> One (1)
<b>Per month Remuneration:</b> INR 30,000/- to 35,000/- (inclusive of all)

The individual shall be responsible for following activities:

- Assist, coordinate and implement operations and training activities conducted by HSSC
- Assist in training deliverables like, batch scheduling, project execution, support to trainers etc.
- Adhere to operational systems, policies and procedures.
- Maintain MIS and records.
- Assist in training delivery by coordinating stakeholders such as trainer, industry and assessment agency
- Manage & maintain relationship with various stake holders.
- Manage Skill India Digital Portal (Candidate Registration in various schemes/projects, batch creation, assignment to assessment agency & result processing to certificate generation)
- Any other roles are assigned from time to time.

**Job Description: Asst. Consultant (Assessment)**

<b>Name of Position:</b> Asst. Consultant (Assessment)
<b>Qualification:</b> Graduate, regular full-time from a recognised university/institute
<b>Work Experience:</b> Min. 0-1 years relevant experience in training and operations
<b>Age:</b> Minimum 25 years, as on last date of receipt of application
<b>No of Positions:</b> One (1)
<b>Per month Remuneration:</b> INR 30,000/- to 35,000/- (inclusive of all)

The individual shall be responsible for following activities:

- Assist in development of assessment protocol document in line with NSDC and NCVET guideline
- development of assessment criteria for each Qualification Pack (QP)
- development of question bank for each Qualification Pack (QP)
- to carry out affiliation and empanelment activities for assessment agencies in with the affiliation protocol
- coordinate with assessment agency for various assessment activities and smooth assessment operations
- to monitor the regular assessment activities/event in line with the various scheme guidelines
- Manage Skill India Digital Portal in various schemes/projects, batch creation, assignment to assessment agency & result processing to certificate generation
- for any other roles & responsibilities assigned as and when required

**Job Description: Deputy Consultant (Operations)**

<b>Name of Position:</b> Deputy Consultant (Operations)
<b>Qualification:</b> Graduate, regular full-time from a recognised university/institute
<b>Work Experience:</b> Min. 2 years relevant experience in training and operations
<b>Age:</b> Minimum 28-years, as on last date of receipt of application
<b>No of Positions:</b> One (1)
<b>Per month Remuneration:</b> INR 35,000/- to 45,000/- (inclusive of all)

*Note: For exceptional candidate with experience in relevant field, the above criteria of experience/ or age may be relaxed, by the discretion of selection committee*

The individual shall be responsible for following activities:

- Assist, coordinate and implement operations and training activities conducted by HSSC
- Plan & develop deliverables like, batch scheduling, project execution, support the team of trainers etc.
- Interact with trainers & industry on regular basis to ensure that the training conducted smoothly in accordance to the requirement and project deliverables
- Adhere to operational systems, policies and procedures.
- Maintain administrative files and records.
- Standardise the affiliation process to maintain quality in the training process as well as trained manpower.
- Manage Skill India Digital Portal (Candidate Registration in various schemes/projects, batch creation, assignment to assessment agency & result processing to certificate generation)
- Manage & maintain relationship with various stake holders.
- Any other roles are assigned from time to time.

**Job Description: Deputy Consultant (Training Delivery)**

<b>Name of Position:</b> Deputy Consultant (Training Delivery)
<b>Qualification:</b> Graduate, regular full-time from a recognised university/institute
<b>Work Experience:</b> Min. 2 years relevant experience in Training and operations
<b>Age:</b> Minimum 28-years, as on last date of receipt of application
<b>No of Positions:</b> One (1)
<b>Per month Remuneration:</b> INR 35,000/- to 45,000/- (inclusive of all)

*Note: For exceptional candidate with experience in relevant field, the above criteria of experience/ or age may be relaxed, by the discretion of selection committee*

The individual shall be responsible for following activities;

- implementation of the training programs (CSR/Fee based/industry funded) in hydrocarbon sector
- Coordinate with industry members for regular and new business generation
- liaison with the all stakeholders such as NSDC, industry, establishment, etc. for successful implementation of the trainings
- represent in apprenticeship forums/workshops/seminar, and provide necessary technical inputs
- Manage Skill India Digital Portal (Candidate Registration in various schemes/projects, batch creation, assignment to assessment agency & result processing to certificate generation)
- Coordinate for the implementation of the training programs in various schemes such as PMKVY/State scheme/fee based etc.
- implement the Recognition of Prior Learning (RPL) projects under difference schemes
- prepare and maintain MIS reports
- Any other roles are assigned from time to time.

**Job Description: Deputy Consultant (Finance & Accounts)**

<b>Name of Position:</b> Deputy Consultant (Finance & Accounts)
<b>Qualification:</b> Graduate, regular full-time from a recognised university/institute
<b>Work Experience:</b> Min. 2 years relevant experience in finance & accounts
<b>Age:</b> Minimum 28-years, as on last date of receipt of application
<b>No of Positions:</b> One (1)
<b>Per month Remuneration:</b> INR 35,000/- to 45,000/- (inclusive of all)

*Note: For exceptional candidate with experience in relevant field, the above criteria of experience/ or age may be relaxed, by the discretion of selection committee*

The individual shall be responsible for following activities;

- to manage end to end finance & accounting processes to set robust accounting standards.
- ensure accurate and timely processing of transactions and monthly reporting of financial information.
- cost management and evaluations; forecasting, MIS Reporting, pricing and benefit strategies; devise annual operating plans.
- audit reporting, benchmarking accounting standards, monitor and review credit management.
- Taxation Management and compliance.
- Liaison with Auditors, statutory bodies, Financial Institutions on financial reporting.
- Manage day to day activities of HSSCs finance function
- Assisting in Balance sheet and annual accounts preparation
- any other roles & responsibilities assigned as and when required

**Job Description: Consultant (Standards & QA)**

<b>Name of Position:</b> Consultant (Standards & QA)
<b>Qualification:</b> Graduate, regular full-time from a recognised university/institute
<b>Work Experience:</b> Minimum 5 years of experience, as on last date of receipt of application, preferably in qualification and content development, Engineering background preferable
<b>Age:</b> Minimum 30 years, as on last date of receipt of application
<b>No of Positions:</b> One (1)
<b>Per month Remuneration:</b> INR 45,000/- to 55,000/- (inclusive of all)

*Note: For exceptional candidate with experience in relevant field, the above criteria of experience/ or age may be relaxed, by the discretion of selection committee*

The individual shall be responsible for following activities;

- for the development of Qualification pack (QPs) and Qualification File (QF) for the job roles of oil & gas sector in line with guidelines of National Council of Vocational Education & Training (NCVET)
- Coordination with the all stakeholders i.e., industry specific teams/ agencies/Subject matter experts (SMEs) or project teams for the development of the QP-NOS.
- Development Learning Resource Material/ Content for the various QPs of HSSC as per the compliance requirement of various Govt. Schemes.
- Coordination with agencies for preparing instructional designing & finalizing digital content for HSSC Qualification pack
- for the submission of the QP/Qualification to qualification approving authorities with complete documentation for due-diligence process and approval
- Manage skill India portal, online QP-NOS submission, Assessment agency-batch assignment, certificate generation of candidates etc.
- Manage end-to-end departmental activities of Standards & Content Development
- Knowledge on energy transition, Green Hydrogen, EV, CBG would be preferable
- Any other roles are assigned from time to time.

**Job Description: Consultant (HR & Administration)**

<b>Name of Position:</b> Consultant (HR & Administration)
<b>Qualification:</b> Graduate, regular full-time from a recognised university/institute
<b>Work Experience:</b> Minimum 8-years of experience in HR & Administration in oil & gas industry, as on last date of receipt of application
<b>Age:</b> Minimum 35 years, as on last date of receipt of application
<b>No of Positions:</b> One (1)
<b>Per month Remuneration:</b> INR 45,000/- to 55,000/- (inclusive of all)

*Note: For exceptional candidate with experience in relevant field, the above criteria of experience/ or age may be relaxed, by the discretion of selection committee*

The individual shall be responsible for following activities;

**Job Description;**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Maintain day to day office administration activities
- Ensure legal compliance throughout human resource management
- Additional role of executive Assistant to CEO, HSSC