



भारत सरकार/Government of India  
कौशल विकास और उद्यमशीलता मंत्रालय/Ministry of Skill Development and Entrepreneurship  
प्रशिक्षण महानिदेशालय/Directorate General of Training  
राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला), कोलकाता

**National Skill Training Institute for Women NSTI(W), Kolkata**

Erstwhile, Regional Vocational Training Institute for Women (RVTI), Kolkata

CP-16, सेक्टर -5, साल्ट लेक सिटी, कोलकाता- 700091/CP-16 , Sector-V, Salt Lake, Kolkata-700091



Dated: 12/12/2024

To,

1. Director of Industrial Training, Karigori Bhawan, West Bengal.
2. Joint Director/HOO, NSTI, Kolkata, Howrah, West Bengal.

**Subject: Request for wide publicity among candidates regarding engagement of 01no. Apprentice in Office at NSTI(W), Kolkata.**

Sir/Madam,

It is hereby informed that NSTI(W), Kolkata is going to engage one Apprentice (Office Executive, Optional Trade) in office. Interested Candidates may apply through [apprenticeshipindia.gov.in](http://apprenticeshipindia.gov.in) only.

The details are stated below-

<b>Trade (Optional)</b>	Office Executive
<b>Vacancy</b>	01 (One)
<b>Essential Qualification</b>	Graduation after 12 <sup>th</sup> standard
	Certification in Computer Application (MS-Office Package) & Proficiency in Microsoft Office applications.
<b>Desirable</b>	Good communication and interpersonal skills.
<b>Minimum age</b>	20 years
<b>Stipend</b>	Rs. 9000/- (Nine Thousand) Per Month only.
<b>On job training (OJT) duration</b>	360 Days
<b>Last date of online application on apprenticeship portal</b>	20.12.2024 (AN) 5.00 PM
<b>Mode of Application</b>	Only online ( <a href="http://www.apprenticeshipindia.gov.in">www.apprenticeshipindia.gov.in</a> )

**Copy To:**

1. Sri. Ramesh Babu, Joint Director, Apprenticeship Training, Directorate General of Training, MSDE, CIRTES Building, Pusa, (Beside ITI Pusa), New Delhi-110012 - for information
2. DDO/Accounts/Estt./Cash Section RDSDE West Bengal.
3. Accounts/Estt./Cash Section NSTI(W) Kolkata.
4. Notice Board/Social Platform

*[Signature]*  
12/12/2024

*[Signature]*  
(Mahima Totia) 12/12/24  
ADT, NSTIW KOLKATA