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| **Position** | Executive - Curriculum Development  |
| **Qualification** | B.E./B.Tech.  |
| **Experience** | Minimum 4 years, 2 years in curriculum development, instructional material design, plus 2 years in Training /Teaching. |
| **Additional Requirements** | * Ability to use MS Office
* Good command on written English and Hindi.
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| **Age**  | 25 + years |
| **Role & Responsibilities** | 1. Develop templates of the curriculum development for training.
2. Compile questionnaire as per need and analysis of industry and other stakeholders.
3. Editing and formatting of draft of curriculum received from various training department.
4. Manage data in soft and hard copy.
5. Align design process of course material as per ISO design & development standards.
6. Coordinate with Trainers and Project Coordinators for development of curriculum as per customer needs.
7. Compile literature of given topics.
8. Identify various titles of courses from given curriculum.
9. Develop curriculum on new technological topics by conducting workshops and Industry meet.
10. Coordinate and execute relevant projects.
11. Look after the other activities for strengthening the department involved with sector;
12. Network with NCVET, NSDC, SSCs, and other clients & stakeholders
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**Terms of Reference**