



## Job Description for ATO Electrician

### About Us:

C.V.Raman Institute of Technology - CVRIT Is a Private ITI Institute established In 1992 with an objective of imparting skills in various vocational trades to meet the skilled manpower requirement of industry . There are 9 different trades of Engineering & Non-Engineering field, of one or two years duration with Regular Mode Of Learning.

The courses are affiliated to National Council for Vocational Training (NCVT), through the Directorate General of Employment and Training (DGET), Government of India in the Ministry of labour, New Delhi.

Some of the trades and units in this I.T.I are also run under approval of State Council for Vocational Training (SCVT). Institute has all infrastructure facilities needed for overall development of skilled manpower, like Workshops, theory rooms, library, Playground, Audio Visual Aids, and Hi-Tech Computer labs for awareness about computer to trainees of all trades.

### Where You Come In

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We are seeking a skilled and highly motivated ATO Electrician to join our team. The Assistant Training Officer (ATO) for Electrician Trade is responsible for delivering high-quality technical training, supervising practical sessions, ensuring adherence to NCVT/SCVT curriculum standards, and preparing trainees with the required trade skills, safety knowledge, and workplace readiness. The ATO also oversees the upkeep, maintenance, and safe operation of the electrical workshop, equipment, and training panels.

### Salary Details:

Salary Information: Best commensurate with experience and interview performance

**Job Location:** CVRIT campus, Bhubaneswar

### Duties & Responsibilities:

#### 1. Training Delivery and Instruction

- **Deliver High-Quality Instruction:** Conduct engaging and effective training sessions, encompassing both theory and practical classes, for the Electrician trade curriculum as per established standards.
- **Practical Skills Impartation:** Demonstrate and supervise students in core electrician trade
- **Assessment:** Conduct regular evaluations, including practical tests and theoretical examinations, to assess trainee competency and ensure learning outcomes are met.

#### 2. Curriculum and Instructional Design

- **Lesson Plan Development:** Prepare and update comprehensive Lesson Plans and instructional materials, including teaching aids, handouts, and presentation slides, to ensure the latest industry techniques and safety standards are covered.
- **Resource Management:** Ensure all required raw materials, consumables, and tools are available and allocated for practical sessions in line with the planned curriculum.

#### 3. Workshop & Equipment Management

- Maintain workshop machines, tools, training boards, and instruments.
- Ensure availability of consumables and raise requisitions when required.
- Oversee cleanliness, discipline, and safety in the training workshop.

### **Who Are We Looking For**

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- Minimum set Qualification: Diploma in Electrical Engineering/ Electrical & Electronics Engineering (BTech in Electrical/ Electrical & Electronics Engineering preferred)
- Experience: 1 to 3 years

### **What We Expect from You as the ATO Electrician:**

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The ideal candidate is expected to deliver effective theory and practical training while ensuring strict adherence to safety and curriculum standards. You should guide trainees with strong technical expertise, maintain discipline in the workshop, and support their overall skill development.