



MSME – TOOL ROOM, GUWAHATI REQUIRES

Notice No. 13-14/07

Applications are invited for the following posts: -

- 1. Training Officer-Post-One.** (Grade Pay Rs. 4,200/-, Pay bands Rs.9,300/- to Rs. 34,800/-) **Qualification: Essential:** - Degree/ Diploma in Tool & Die Making/ Mechanical/ Production Engineering or equivalent from recognized University/ Institution. **Desirable:** - PG degree/ Diploma in Tool Design/Production/CAD/CAM or equivalent from recognized University/Institution. **Experience:** - **Essential:** - Nil for degree holder and 2 years for diploma holder in Tool Room/recognized Technical Training Institute. **Desirable:** - Practical experience in operating machines in Tool Production involving CAD/CAM/CNC Technology. **Age:** - 30 years. Relaxable upto 5 years for SC/ST/internal candidates and 3 years for OBC candidates.
- 2. Private Secretary-Post-One.** (Grade Pay Rs. 2,800/-, Pay bands Rs.5,200/- to Rs. 20,200/-) **Qualification: Essential:** Degree from a recognized University. Knowledge of English Shorthand/Typing at a speed of 100/40 WPM and knowledge of Computer Applications. **Desirable:** - Knowledge in Hindi/local language typing. **Experience:** - **Essential:** - 3 years on-line experience in a reputed organization. **Desirable:** - Experience in use of word processing and computer. Experience in organizing meetings. **Age:** - 30 years. Relaxable upto 5 years for SC/ST/internal candidates and 3 years for OBC candidates.
- 3. Technician "C"-Post-One.** (Grade Pay Rs. 1,900/-, Pay bands Rs. 5,200/- to Rs. 20,200/-) **Qualification: Essential:** - ITI Machinist/Turner/Fitter/Tool & Die Making from recognized institution. **Desirable:** - Training in CAD/CAM/CNC. **Experience:** - **Essential:** - 3 years practical experience in reputed Tool Room/Industrial Institute. **Age:** - 30 years. Relaxable upto 5 years for SC/ST/internal candidates and 3 years for OBC candidates.

HOW TO APPLY: - Application along with bio-data, three passport size photographs, attested copies of certificates duly filled up and signed must reach the address given on or before **08/02/2014**. The criteria of Age, Qualification and Experience will be considered only attached proper supporting documents and proof, otherwise application will be treated as incomplete. Person working in Govt. & Quassi Govt. or Public Sector undertaking should apply through proper channel. However, they may submit the advance copy to this office within the time prescribe above. Applicants should write on the top of envelop **the name of the post applied for**. Incomplete application will be rejected. The service will be on contract basis for five years. However, contract period may be extended after reviewing the overall performance on completion of the period. The Centre is not liable for any postal delay. The Centre reserves the right to reject any application, call limited number of the candidates for test/interview/increase/decrease or not fill up the post at its discretion.

Project Manager
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