

Details to be up-loaded in our website , along with the advertisement and detailed instructions to the candidates.



Advt. No.20/2013

CMTI is a Premier Autonomous R&D Institute under the Ministry of Commerce and industry, Govt. of India. The institute Specializes in various advanced domains of Manufacturing, Technology.

Applications are invited from eligible local candidates for the following post of Office Assistant Trainee

Qualification	Monthly Stipend and pay scale on Absorption in Regular Scale.
Essential -First Class Graduate in any Discipline (other than Engineering Graduates) from any recognised university - proficiency in Computer operation Desirable: Diploma in Secretarial Practice.	Rs.10000/- for the first year and Rs.12000/- for the second year. On completion of Satisfactory and Successful training they may be absorbed as Office Assistant Grade I on regular cadre in the pay band of Rs.5200/-Rs.20200 /-with Grade Pay of Rs.2400/- and starting basic pay of Rs. 7510/-.

Interested local candidates who fulfil all the above qualifications may log on to CMTI website for online registration and other details at www.cmti-india.net/www.applytocmti.in The candidates wish to apply for the post of Office Assistant Trainee may register their application on line between 9.12.2013 to 23.12.2013. After successful registration of online application, the candidates are requested to submit the hard copy of online registered application along with the application fee of Rs.200/- (Rs.100/- for SC/ST and women Candidates), a recent passport size photograph and photocopy of all the relevant certificates to : The Senior Administrative Officer, Central Manufacturing Technology Institute, Tumkur Road, Bangalore-560 022, duly super scribing on the envelope - "Application for the post of "Office Assistant Trainee", so as to reach on or before 31.12.2013. All queries should be addressed only to: recruitment@cmti-india.net. Incomplete applications are liable for rejection. Candidates are advised to visit www.applytocmti.in and go through the full details of advertisement, instructions before submitting their online application.

"Manufacturing-the uniquely, ubiquitous & perpetual human endeavour to advance overall quality of life".

General Instructions:

- a) Application fee: Rs.200 non-refundable only in the form of Demand draft drawn in favour of CMTI payable at Bangalore. (Rs.100/- for Female and SC/ST and women candidates). Please write the name and registration No. on the reverse side of the DD.
- b) Only Indian Nationals need apply;
- c) Only local candidates will be considered for the post Office Assistant Trainee.
- d) On satisfactory and successful completion of two years training, they may be absorbed in regular cadre as Office Assistant Grade I on a starting Basic Pay of Rs.7510/- in the pay band of Rs.5200-20200 with Grade Pay of Rs.2400/- (Total Salary around Rs.24800/-).
- e) Before commencement of online registration, the candidates are requested to possess the valid e-mail id which is to be compulsorily provided in the application for the post of Office Assistant Trainee.
- f) No correspondence or enquiries will be entertained from the candidates about the recruitment process.
- g) First class means passed in the first attempt with aggregate of 60% marks on all the years/ semesters.
- h) Mere fulfilment of minimum requirements as laid down in the advertisement does not qualify a candidate to be called for interview;
- i) Age 26 Years would be counted as on 01.12.2013.
- j) Age relaxation is admissible to SC/ST/OBC candidates, as per Government of India order/Norms. Candidate belonging to SC/ST/OBC should submit attested photocopy of valid Caste certificate along with application.
- k) Canvassing in any form would be a disqualification;
- l) Candidates who are working in Government / Public Sector Undertaking / Quasi-Government /Autonomous Organisation, if short listed for Interview should submit "No Objection Certificate" from their employer, in case they had not forwarded their application through proper channel.
- m) Candidates are required to submit Original Documents/ Certificates as proof of the details furnished in their applications at the time of Interview for verification, failing which they would not be allowed to appear for interview.
- n) The conditions may be relaxed in highly deserving /exceptional cases.
- o) Candidates are required to submit the application only through ON-LINE registration for the post of Office Assistant Trainees. Applications received without online registration details, will not be considered.
- p) The Institute reserve the right to adopt its own method of shortlisting criteria for interview and is not obliged to shortlist all the candidate who fulfils the minimum requirement.
- q) After successful completion of online registration, the candidates are requested to submit the hard copy of online registered application along with the fee and photocopy of all certificates / mark sheets. pass port size photograph duly affixed on the application to: The Senior Administrative Officer, Central Manufacturing Technology Institute, Tumkur Road, Bangalore-560 022, to reach on or before **31.12.2013**.