



MSME – TOOL ROOM, GUWAHATI REQUIRES

Notice No. 14-15/06

Applications are invited for the following posts: -

- 1. Administrative Officer-Post-One.** (Grade Pay Rs. 4,600/-, Pay bands Rs.9,300/- to Rs. 34,800/-) **Qualification: Essential:** - Graduate from the recognized university/institution with degree in Law/ PGDBM. **Desirable:** - Post Graduate degree/ Diploma in Personnel Management/ HRD or equivalent from a recognized University/ Institution/ passed in CA/ICWA/SAS Examination. **Experience: - Essential:** - 7 years in the field of Administration, Accounts, Purchase, Establishment and should be conversant with Govt. rules and regulations on these subjects. Experience in Computer working/MIS. **Desirable:** - Experience in industrial or similar establishment. **Age:** - 35 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.

HOW TO APPLY: - Application along with bio-data, three passport size photographs and attested copies of certificates must reach the address given on or before **18/04/2015**. The chronological information of bio-data as following i.e. name of the post applied, reference of advertisement, name, father's name, age, category (caste), present & permanent address with mobile number & email ID, academic & technical qualification (name of the board/institute, year of passing, %age of marks & major subjects taken), experience details (name of the organization, post held, details of duration of service, salary structure), any other information. 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. & Quasi 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.

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