



**MSME – TOOL ROOM, GUWAHATI
REQUIRES
Notice No. 2012-2013/01**

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. Training Officer-Post-One.** (Grade Pay Rs. 4200/-, Pay bands Rs.9300/- to Rs. 34800/-) **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.
- 3. Technician "A"-Post-One.** (Grade Pay Rs. 4200/-, Pay bands Rs.9300/- to Rs. 34800/-) **Qualification: Essential:** Diploma in Tool & Die Making/ Mechanical/ Production Engineering/ITI certificate in Machinist/Turner/Fitter or equivalent from recognized University/ Institution. **Desirable:** - Training Course in CAD/CAM/CNC. **Experience:** - **Essential:** - 2 years for diploma holder and 7 years for ITI – Practical experience in Tool Room/Industrial establishment. **Desirable:** - Working experience in CNC Machines. **Age:** - 35 years. Relaxable upto 5 years for SC/ST/internal candidates and 3 years for OBC candidates.
- 4. Technician "B"-Post-One.** (Reserved for OBC) (Grade Pay Rs. 2400/-, Pay bands Rs. 5200/- to Rs. 20200/-) **Qualification: Essential:** - ITI Machinist/Turner/Fitter or equivalent from recognized institution. **Desirable:** - Training in CAD/CAM/CNC. **Experience:** - **Essential:** - 5 years practical experience in operation of Machine Tools/Fitting/Assembly of Tools/CNC machines in any Engineering Industry/Tool Room. **Desirable:** - Practical experience in working with CNC Machines & CAD/CAM equipments. **Age:** - 35 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 **16/03/2013**. 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
Tool Room & Training Centre
Amingaon Industrial Area
Amingaon, Guwahati – 781031**