

# WALK-IN-INTERVIEW

CTTC-Bhubaneswar urgently requires suitable & experienced candidates for filling up the following positions purely on contract basis:

## 1. Administrative Assistant

**Qualification : Essential :** Bachelor Degree in any stream. **Preferable:** MBA. **Desirable :** Excellent Communication Skill (Both Verbal & Written)

**Experience : Essential :** Minimum 1 year in Handling of Modern office correspondence independently. **Age :** Maximum 30 years as on date of advertisement.

## 2. Accounts Assistant

**Qualification : Essential :** Bachelor Degree in Commerce (B.Com) with minimum 50% marks in aggregate. **Preferable :** Proficiency in MS Office and Tally. Excellent Communication Skill (Both Verbal & Written). **Experience : Essential :** Minimum 1 year in Accounting. **Age:** Maximum 30 years as on date of advertisement.

Salary will be commensurated with qualification and experience for all the above positions.

**Date of Interview: 19th March 2020, (Thursday)**

**Reporting Time : 9 am to 10.30 am**

The interested candidates may appear before the selection committee with updated CV pasted with passport size photograph, original academic & experience certificates, mark sheets, experience certificate with attested photocopy of each of it. No TA/DA would be provided for attending the interview. The candidates not fulfilling eligibility criteria wouldn't be considered for selection process.



Ministry of MSME  
Govt. of India

## CENTRAL TOOL ROOM & TRAINING CENTRE

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