



CENTRAL TOOL ROOM & TRAINING CENTRE
MSME Technology Centre – Bhubaneswar
A Govt. of India Society, Ministry of Micro, Small and Medium Enterprises



Advertisement No. CTTC/BBS/A&A/PERS/05/22

Date: 08/04/2022

SITUATION VACANT

CTTC, Bhubaneswar is looking for suitable and dynamic persons to fill up the following position(s) on contract basis for a period of five years from the date of appointment which can be renewed from time to time till the date of superannuation after review of performance.

Sl. No.	Post	Level	Max. age as on 31/03/2022	No. of Post
01	Sr. Engineer (Production)	10 (Rs.56100-177500)	35	1 (OBC)
02	Engineer (Training)	6 (Rs.35400-112400)	30	1 (ST)
03	Store Keeper	4 (Rs.25500-81100)	30	1 (UR)
04	Administrative Asst. Gr.I	4 (Rs.25500-81100)	30	1 (UR)
05	Technician Gr.II	2 (Rs.19900-63200)	30	3 (UR) 1 (OBC)

(Age relax able up to 5 (five) years for SC / ST / Internal candidates and 3(three) years for OBC)

(A) Qualification: (Essential)

- (1) Degree/Diploma in Mechanical/Production Engineering or Diploma in Tool & Die Making from a recognized University/ Institute.
- (2) Degree/Diploma in Electrical/Electronics Engineering from a recognised University / Institute.
- (3) Degree in Commerce from recognized University.
- (4) Degree in any discipline from a recognized university.
- (5) ITI certificate in Machinist/Turner/Fitter/Tool Room Certificate from a SIDO Tool Room or recognised Institute.



(B) Qualification: (Desirable)

- (1) Post Graduate Diploma in Tool Design/ CAD-CAM or equivalent from recognized Institution.
- (2) Post Graduate Diploma in Tool Design or CAD-CAM or tool engineering from recognized institution.
- (3) Diploma/Post Diploma in Material Management from a recognized Institute.
- (4) Degree in commerce from recognized University.
- (5) Certificate course in CAD/CAM/CNC from recognised Institution.

(C) Experience: (Essential)

- (1) 3 (three) years for degree holders & 5 (five) years for Diploma holders. Practical experience in Tool Production.
- (2) Nil for Graduate Engineers & 2 years for Diploma holders in tool room / recognized technical training institution.
- (3) 2 (Two) years experience in Stores in a reputed manufacturing organization.
- (4) 2 (Two) years experience in Administration/Accounts in a reputed manufacturing organization.
- (5) Experience in operation of Tool Room machines and equipments.

(D) Experience: (Preferable)

- (1) Practical Experience in use of CAD/CAM for Tool Design & Programming of CNC Machines. Practical Experience of working in CNC Machines.
- (2) Practical Experience in operating machines in Tool production including CNC machines.
- (3) Working knowledge in computer.
- (4) Working knowledge in computer.
- (5) Experience as Tool Maker / CNC Machine Operations.



INSTRUCTIONS

- i) Candidates, fulfilling the above eligibility criteria apply in the enclosed **prescribed format only** with self-certified photocopies of relevant certificates/ testimonials.
- ii) Application in sealed envelope superscribing "**Name of the Post Applied for.....**", should reach **To The General Manager, Plot No. B-36, Chandaka Industrial Area, P.O.-KIIT, Bhubaneswar, Dist-Khurda, Odisha -751024, on or before 17th May 2022, 5.00pm.**
- iii) Incomplete/unsigned applications and applications received without photographs, certified copies of required certificates such as educational qualification, experience certificate, caste/community etc. and those received after the prescribed last date for receipt of application will summarily be rejected without any communication to the candidate.
- iv) No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the test.
- v) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- vi) The candidates serving in Central/State Govt. or any Govt. Undertaking/ Autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to CTTC-Bhubaneswar and produce NOC at the time of interview.
- vii) The Centre reserves the right to short list and call limited number of candidates for test/interview and offer lower posts to the candidates in case of non-availability of suitable candidates for the advertised post.

GENERAL MANAGER
CTTC – BHUBANESWAR



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b) Are you a PH candidate ?

YES	NO
OH	HI VI

 If yes, please mention category of disability

c) Are you an Ex-Serviceman?

YES	NO
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(i) In case of Ex-Serviceman/Commissioned Officer/Police Officer/other equivalent, specify, Date of Discharge _____

(ii) Rank at present/last held a) Acting _____ w.e.f. _____

b) Substantive _____ w.e.f. _____

d) Are you a candidate who had ordinarily been domiciled in Kashmir Division of the state of J&K during the period 01.01.1980 to 31.12.1989?

YES	NO
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6. a) Date of Birth (as per SSC certificate)

Date		Month		Year	

b) Age as on 31/03/2022

Years		Months		Days	

7. Gender - Male Female { Mark "✓" in appropriate box }

8. Marital Status Unmarried Married Divorced Widowed

9. Nationality _____ 10. Religion _____

11. Place of Birth : Place _____ District _____ State _____

12. Educational & Professional Qualifications: Matriculation/SSLC onwards (as on 31.03.2022)

Examination Passed	Name of the Institution/ University	Subjects studied in detail	Date, Month & year of passing	%age of aggregate marks



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13. Languages known: (Mark “✓” in the appropriate box)

Sr. No.	Language	Read	Write	Speak

14. Registration No., if registered with Employment Exchange: _____

15. Particulars of past experience including the present occupation/ job (as on date)

Name of the employer(s) etc. & the nature of activities carried out by them	Designation	Period of service		Length of service		Nature of duties performed in detail	Remarks (reason for leaving service)
		From	To	Years	Months		

16. Any other information: _____

Ihereby declare that all statements made in this application are true, complete & correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of the said advertisement can be instituted by me only at Bhubaneswar and Courts/Tribunals/Forums at Bhubaneswar only shall have sole and exclusive jurisdiction to try any cause/dispute. I undertake to abide by all the terms and conditions in the advertisement given by CTTC, Bhubaneswar.

Place:

Date:

Signature of the Candidate

NOTE : Use separate sheet for qualification and experience if required.