



MSME TOOL ROOM, HYDERABAD

Central Institute of Tool Design

A Govt. of India Society, Ministry of MSME
Balanagar, Hyderabad - 500 037 A.P.

VACANCY NOTIFICATION

MSME-Tool Room, Hyderabad (Central Institute of Tool Design) a Premier Institute in Asia, invites applications from eligible candidates for recruitment to the following posts on contract basis for a period of 5 years and extendable thereafter based on performance. The selected candidates are liable to be posted/ to be transferred to any of its Sub/ Extension Centres at Vijayawada, Visakhapatnam, Chennai & Kolar Gold Fields, Kolar, Karnataka.

S. No.	Name of the Post	Pay Band & Grade pay	No of posts to be filled	Category
GROUP A:				
1.	Deputy Director (Design)	PB-3 Rs.15,600-39,100 Grade Pay: Rs. 6600.	01	-UR- (Unreserved)
2.	Deputy Director (Training/APCU)	PB-3 Rs.15,600-39,100 Grade Pay: Rs. 6600.	01	-UR- (Unreserved)
3.	Secretary	PB-3 Rs.15,600-39,100 Grade Pay: Rs. 6600.	01	-UR- (Unreserved)
4.	Assistant Director (Training)	PB-3 Rs.15,600-39,100 Grade Pay: Rs. 5400.	01	-UR- (Unreserved)
GROUP B:				
5.	Engineer (Prodn.)	PB-2 Rs.9,300-34,800 Grade Pay: Rs.4200	02	-UR- (Unreserved) (2 posts)
6.	Engineer (Design)	PB-2 Rs.9,300-34,800 Grade Pay: Rs.4200	02	One post –UR (Unreserved) One post –OBC (Other Backward Category)

S. No.	Name of the Post	Pay Band & Grade pay	No of posts to be filled	Category
7.	Engineer (Trg.)	PB-2 Rs.9,300-34,800 Grade Pay: Rs.4200	01	-UR- (Unreserved)
8.	Engineer (Marketing)	PB-2 Rs.9,300-34,800 Grade Pay: Rs.4200	01	-UR- (Unreserved)
	GROUP C (NON TECHNICAL):			
9.	Administrative Assistant Grade-II	PB-1 Rs.5,200-20,200 Grade Pay: Rs1900	04	1 post -UR- (Unreserved) 1 post -UR PWD-* (Unreserved) 1 post -SC- (Scheduled Caste Category) 1 post -OBC- (Other Backward Category)

* PWD : for Orthopedically Handicapped (40% permanent partial disability)

1. Name of the Post	Deputy Director (Design)
Age limit	40 Years. Relaxable 5 years for SC/ST/Internal candidates & 3 years for OBC.
Educational Qualifications:	
(A) Essential	Degree in Engineering (Mechanical/ Production/ Manufacturing Technology) OR equivalent from a recognized University/Institution.
(B) Desirable	PG in Tool Design/ Production/ CAD/CAM or equivalent from recognized Institution.
Experience:	
(A) Essential:	5 years experience in a supervisory capacity in Production/Training Department of a Tool Room/reputed Engineering industry.
(B) Preferable:	Practical experience in design of Tool, Moulds and Press Tools etc., Practical experience in use of CAD/CAM/CAE,CNC Technologies for Tool Design and /or Production.

2. Name of the Post	Deputy Director (Training /APCU)
Age limit	40 Years. 5 years relaxable for SC/ST/Internal & 3 years for OBC candidates.
Educational Qualifications:	
(i) Essential	Degree in Engineering (Electrical/ Electronics/ Mechanical/ Production/ Manufacturing Technology) OR equivalent from a recognized University/Institution.
(ii) Desirable	Post Graduate Diploma in Tool Design, Post Diploma in CAD/CAM/VLSI/Embedded Systems/ Mechatronics.
Experience:	
(i) Essential:	5 years in Tool Production/Training/Design Department in Tool Room/reputed Engineering organization OR Technical Institution.
(ii) Preferable:	Practical experience in Planning, HRD Programme, Conducting Courses, seminars etc. Training People in Tool & Die making, Tool Design/CAD/CAM/CAE/VLSI/Embedded System/ Mechatronics OR Equivalent. Experience in use of modern audio visual equip/teaching aids & preparation of course materials.
3. Name of the Post	Secretary
Age limit	40 years, relaxable upto 5 years for SC/ ST/ Internal & 3 years for OBC candidates.
Educational Qualifications:	
(i) Essential	Graduate from a recognised University / Institution with Degree in Law or CA/ ICWA/ PGDBM from recognized Institution.
(ii) Desirable	P.G. in Commerce/PGD in PM/HRD/SAS OR equivalent from recognised University/Institute.
Experience:	
(i) Essential:	6 years experience in Administration, Personnel/ Accounts of reputed manufacturing Organisation/ Govt. Organisation out of which 3 years in responsible position.
(ii) Preferable:	Practical experience in Personnel Management /Administration/ Legal matters including career planning & law etc. Exp. in using ERP package. Experience in HRD, manpower Planning etc.

4.Name of the Post	Assistant Director (Training)
Age limit	35 years, relaxable upto 5 years for SC/ ST/ Internal and 3 years for OBC candidates.
Educational Qualifications: (i) Essential	Degree in Engineering (Electrical/ Electronics/ Mechanical/Production/Manufacturing Technology) equivalent from recognized University/ Institution.
(ii) Desirable	PG/Post Diploma in Tool Design/ Production/ CAD/CAM/CAE or equivalent from recognised Institution.
Experience: (i) Essential:	3 years practical experience in Tool Production/ Design using CAD/CAM/CAE & CNC Tech. in a reputed Engineering Industry /Tool Room.
(ii) Preferable:	Use of CAD/CAM/CAE softwares and modern teaching aids.
5.Name of the Post	Engineer (Production)
Age limit	35 years, relaxable upto 5 years for SC/ST/Internal & 3 yrs. for OBC candidates.
Educational Qualifications: (i) Essential	Degree in Engineering (Electrical/ Electronics/ Mechanical/Production /Manufacturing Technology) or equiv. from recognized University/Institute. Exact branch of Engineering would be decided at the time of recruitment.
(ii) Desirable	PGD in Tool Design/ Production/ CAD/CAM/CAE/ VLSI/ Embedded Systems/ Mechatronics OR equivalent from recognized University /Institution.
Experience: (i) Essential:	NIL
(ii) Preferable:	Practical Experience in Tool Production involving CAD/CAM/CNC Technology. Practical experience in VLSI/Embedded System/Mechatronics.

6.Name of the Post	Engineer (Design)
Age limit	30 years, relaxable upto 5 years for SC/ST/Internal & 3 years for OBC candidates.
Educational Qualifications: (i) Essential	Degree in Engineering (Mechanical/ Production/ Manufacturing Technology) OR equivalent from recognized University/Institution.
(ii) Desirable	PG/PGD in Tool Design/ CAD/CAM/CAE or Tool Engineer.
Experience: (i) Essential:	NIL
(ii) Preferable:	Practical experience in designing of Moulds, Dies, Press Tools etc. using CAD/CAE. Experience in QC Department.
7.Name of the Post	Engineer (Training)
Age limit	30 years, relaxable upto 5 years for SC/ST/Internal and 3 years for OBC candidates.
Educational Qualifications: (i) Essential	Degree in Engineering (Electrical/ Electronics/ Mechanical/ Production/Manufacturing Technology) OR equivalent from recognized University/ Institution. Exact branch of Engineering would be decided at the time of recruitment.
(ii) Desirable	PG/PGD in Tool Design/ CAD/CAM/ CAE/ VLSI/ Embedded System/ Mechatronics OR Tool Engineering from recognized Institution.
Experience: (i) Essential:	NIL.
(ii) Preferable:	Practical exp. in operating machines in Tool Production including CNC machines/ VLSI/ Embedded System/ Mechatronics.

8. Name of the Post	Engineer (Marketing)
Age limit	30 years, relaxable upto 5 years for SC/ST/Internal and 3 years for OBC candidates.
Educational Qualifications:	
(i) Essential	Degree in Engineering (Electrical/ Electronics/ Mechanical/ Production/Manufacturing Technology) OR equivalent from recognized Institution.
(ii) Desirable	PG/PGD in Tool Design/Production/Marketing Management OR equivalent from recognised Institution.
Experience:	
(i) Essential:	NIL.
(ii) Preferable:	Experience in Technical Training/ Consultancy/ Marketing/ Product Development.
9. Name of the Post	Administrative Assistant Grade-II
Age limit	30 years, relaxable upto 5 years in the case of SC/ST & 3 years for OBC candidates.
Educational Qualifications:	
(i) Essential	Graduate in any discipline from recognized University/Institution or equivalent with English typing speed of 30 w.p.m.
(ii) Desirable	Certificate course in computers.
Experience:	
(i) Essential:	1 year experience in Accounts/ Stores/ Administration in a reputed Organisation.
(ii) Preferable:	Experience in PF, ESI Accounts/Stores, Factory Act, working knowledge of computer.

NOTE: (1) The recruitment of the above posts is done on contract basis for a period of 5 years initially with further extension based on review of performance of the individuals.

(2) The candidates have to produce the Caste Certificate from the Competent Authority & Disability Certificate from the Medical Board indicating the degree of disability.

How to apply: Persons working in Govt. Organisations shall forward their applications through Proper Channel & submit a "No Objection Certificate" along with the application or at the time of Interview. However, they may submit an advance copy to this office within the time. **The last date for receipt of applications addressed to the Principal Director, C.I.T.D., Hyderabad - 500 037 is 2308.2016.**

The Institute shall not be responsible for any postal delay & applications received after due date will not be accepted. **II class sleeper charges will be paid for the PWD Candidates for attending the Written test/Interview.** Canvassing in any form will be a disqualification. The Institute reserves the right to reject any application or not to fill up the post at its discretion.

PRINCIPAL DIRECTOR