

CENTRAL INSTITUTE OF TOOL DESIGN: HYDERABAD
(A Govt. of India Society – Ministry of Micro, Small & Medium Enterprise)
Balanagar, Hyderabad, Telangana - 500 037, INDIA

Advt.No. CITD/Estt./Rectt. OnContract/2025

Date: 13.05.2025

NOTIFICATION FOR WALK-IN- INTERVIEW

Central Institute of Tool Design (CITD), Hyderabad, urgently requires the following positions on contract basis for 11months fixed tenure. Interested candidates possessing excellent academic record and relevant work experience may walk-in for interview as detailed below:

HINDI ASSISTANT

1	Name of the Post	Hindi Assistant
2	No of Post	01 (One)
3	Qualification	Any Degree with Diploma in Translation & Hindi Typing or its equivalent.
4	Experience	Minimum of 2 years of experience in Hindi Typing works, Hindi translation, noting & drafting, Annual Reports & administration works etc. Preference shall be given to candidates who have experience in Central Govt. Organization.
5	Age	Below 45 Years
6	Pay	Based on Qualification& Experience.
7	Mode of Recruitment	The post is purely temporary and contract in nature.
8	Period of Contract	Initially for a period of 11 months which may be extended further based on satisfactory performance and requirement of service
9	Date of Interview	Interested candidates may walk-in for interview on 17 th May 2025
10	Registration Time	09:30 AM to 11:30 AM on 17.05.2025

HOSTEL WARDEN

1	Name of the Post	Hostel Warden
2	No of Post	01 (One)
3	Qualification	Graduate in Any Discipline.
4	Experience	<p>Minimum of 5 years of experience should handle the duties of hostel warden at a higher educational institute. Management and supervision, student welfare, facility management, administrative tasks, emergency management, student support, communication and coordination.</p> <p>Preference shall be given to candidates who have experience in Educational institute.</p>
5	Age	Below 40 Years
6	Pay	Based on Qualification& Experience.
7	Mode of Recruitment	The post is purely temporary and contract in nature.
8	Period of Contract	Initially for a period of 11 months which may be extended further based on satisfactory performance and requirement of service
9	Date of Interview	Interested candidates may walk-in for interview on 17 th May 2025
10	Registration Time	09:30 AM to 11:30 AM on 17.05.2025

Other Terms & Conditions:

1. The post is purely temporary and contract in nature.
2. Candidates fulfilling the eligibility criteria may step-in for walk-in interview with latest resume with recent colour photograph and original documents & one set self-attested photocopies of all educational, experience certificates along with Proof of last pay drawn.
3. Initial period of appointment will be for a period of 11 months. Depending upon the performance of the candidate or the need to keep the post the contract may be extended for a further period on such terms and conditions as the competent authority of the Institute may decide.
4. The services of the candidate may be terminated by the Institute without assigning any reason therefor.
5. No accommodation will be provided in the campus.
6. He / She are entitled to one casual leave for every completed calendar month of service.
7. He / She may quit the services of the Institute after giving one month's notice in advance.
8. The Institute may terminate the services of any candidate after giving one month's notice in advance. However the Institute reserves the rights to terminate his / her services immediately, if his / her services are not satisfactory or conduct during the discharge of his duties are not appropriate.
9. The post is purely temporary. The applicant, if appointed, is not entitled to stake his claim for permanency in the post.
10. The Institute reserves the right to defer or cancel the process of recruitment at any stage of processing without assigning any reason therefor.

**Sd/
-Principal
Director**