



**केन्द्रीय उपकरण अभिकल्प संस्थान : हैदराबाद**  
**CENTRAL INSTITUTE OF TOOL DESIGN: HYDERABAD**  
**(भारत सरकार की सोसईटी - सुक्ष्म, लघु, और मध्यम मंत्रालय)**



(A Govt. of India Society - Ministry of Micro, Small & Medium Enterprise)

बालानगर, हैदराबाद, तेलंगाना - 500 037, भारत Balanagar, Hyderabad, Telangana - 500 037, INDIA

Advt.No. CITD/Estt./Rectt. On Contract/2024

Date: 20.06.2024

**NOTIFICATION FOR WALK-IN- INTERVIEW**

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

1	Name of the Post	<b>Personal Assistant</b>
2	Department	Administration
3	No of Post	01 (One)
4	Qualification	Any Graduate with Shorthand
5	Experience	5 years and above in any Central Govt / PSU / Autonomous bodies / Industry.
6	Job Description	To handle effectively CEO / PD Office. Good communication Skills. Acting as a point of contact, dealing with correspondence and phone calls. Managing diaries and organizing meetings and appointments, often controlling access to the CEO / PD. Liaising with Head Office (New Delhi), TCs / TRs and other relevant organization and clients. Typing, preparing and collecting reports. PowerPoint Presentations. Prioritizing workloads. Acting as a receptionist and / or meeting and greeting clients. Booking and arranging travel, transport and accommodation. Any other works assigned by CEO/PD from time to time.
6	Age	Below 40 Years.
7	Pay	Consolidated pay & negotiable based on qualification & Experience.
8	Mode of Recruitment	The post is purely temporary and on contract basis.
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 08 <sup>th</sup> July, 2024.
10	Registration Time	09:30 AM to 11:00 AM on 08.07.2024.

**Other Terms & Conditions:**

1. The post is purely temporary and on contract basis.
2. Candidates fulfilling the eligibility criteria may step-in for walk-in interview with latest resume with recent color 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. No accommodation will be provided in the campus.
5. He / She is entitled to one casual leave for every completed calendar month of service.
6. He / She may quit the services of the Institute after giving one month's notice in advance.
7. The Institute may terminate the services of any candidate after giving one month's notice in advance.
8. The applicant, if appointed, is not entitled to stake his claim for permanency in the post.
9. The Institute reserves the right to defer or cancel the process of recruitment at any stage of processing without assigning any reason.

**Sd/-  
Principal Director**