



MSME-TOOL ROOM, HYDERABAD
CENTRAL INSTITUTE OF TOOL DESIGN
(A Government of India Society, Ministry of MSME)
Balanagar, Hyderabad, PIN-500 037



Recruitment Notification

Notification No. CITD/Jan/25

Date: 06th January 2025

CITD intends to engage suitable candidates in the following posts.

1. Office Assistant

Essential Qualification:- SSC.

Experience- Should have expertise in handling day to day activities Ensure cleanliness and tidiness of all office areas, including workstations, meeting rooms, and common areas.

Assist in photocopying, scanning, and filing documents as required.

Distribute internal and external correspondence and packages.

Assist in setting up meeting rooms and preparing for meetings.

Assist in arranging and serving refreshments during meetings and events.

Ensure the pantry and kitchen areas are organized and well-stocked.

Collect and distribute incoming mail and packages.

Coordinate outgoing mail and courier services.

Assist staff with minor administrative tasks as requested.

Provide support during office events or functions.

Preferred Age- Below 45 years.

Date of Interview: 18th January 2025

*Candidates fulfilling the eligibility criteria may step-in for walk-in interview on the dates mentioned against each position with **latest Resume with photo, original documents & one set self-attested photocopies of all educational, experience certificates and proof of last pay drawn.***

Registration Time: 09:30 a.m. - 12:30 p.m.

N.B.: - No applicants will be entertained after 12:30 p.m.

Sd/-
Principal Director