



Recruitment Notification

Notification No. CITD/Trg./August/24

Date: 08th August, 2024

CITD intends to engage suitable candidates in the following posts.

1. Administrative Assistant

Essential Qualification:- Graduate in any stream.

Experience- Should have expertise in handling day to day administration and examination works of any higher educational institute for at least 3 years.

Freshers with proficiency in Word, Excel and Power Point are also encouraged to apply.

Preferred Age- Below 45 years.

Date of Interview: 22nd August, 2024

2. Faculty for Electrical Engineering

Essential Qualification:-B.E./B.Tech/M.E/M.Tech in Electrical Engineering or equivalent.

Experience- Should have expertise in imparting technical training in the field of electrical engineering and allied subjects for at least 01 year.

Freshers with proven expertise are also encouraged to apply.

Preferred Age- Below 45 years.

Date of Interview: 24th August, 2024

3. Faculty for Computer Science and Engineering

Essential Qualification:- B.E./B.Tech./M.E./M.Tech. in Computer Science and Engineering or its equivalent.

Experience- Should have expertise in imparting technical training in the various computer science for under graduates and post graduate students for at least 03 years.

Preferred Age- Below 50 years.

Date of Interview: 24th August, 2024

5. Administrative Officer

Essential Qualification:- Graduate in any discipline.

Experience- Should have expertise in handling day to day administration activities of any higher educational institute for at least 5 years.

- Day to day activities of training department.
- Carrying out “Statutory Compliance” of all AICTE.
- Preparation of certificates (Provisional/OD), etc.
- Should have expertise in drafting notes.
- Should have expertise in handling academic/AICTE compliance.
- Should have expertise in office procedures in a Central Government/PSU/Autonomous body.

Preferred Age- Below 40 years.

Date of Interview: 31st August, 2024

6. Trainer: Conventional and CNC Machines

Essential Qualification:- Diploma/B.E./B.Tech in Mechanical engineering or equivalent.

Experience- Should have expertise in operating and imparting training on Lathe

Machine, Milling Machine, Surface, Cylindrical, Tool & Cutter Grinding Machines for at least 03 years. Should be able to communicate in English & Hindi.

- Should have expertise in conducting informative training sessions in the field of CNC Machine.
- Machine programming steps for various kinds of jobs and metals.
- Critical machine parameters and their effects on final finishing and time.
- Machine configuration, utility, and capability of the machine.
- Development of course content on CNC turning, CNC milling and VMC Machining.

Preferred Age- Below 55 years.

Date of Interview: 31st August, 2024

*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**