CENTRAL TOOL ROOM

Ministry of Micro, Small & Medium Enterprises

Government of India

A-5, Focal Point LUDHIANA – 141 010

Ph. No. : 2670057-59, website: www.ctrludhiana.com

## REQUIRES

Central Tool Room set up by the Government of India, under Ministry of MSME intends to add the following personnel:-

01. **Asstt. Accounts Officer:** One Un-reserved - in the pay band of Rs.9300-34800 with Grade Pay of Rs.4200/- plus allowances. Maximum Age: 35 years.

02. **Engineer: 01 Post** - One Un-reserved - in the pay band of Rs.9300-34800 with Grade Pay of Rs.4200/- Plus allowances. Maximum Age: 30 years.

03. **Technician Grade – III:** OneUn-reserved - in the Pay Band of Rs.5200-20200 withGrade Pay of Rs.1900/- plus allowances.Maximum Age: 30 years

04 **L.D.C.:** One Un-reserved- in the pay band of Rs.5200-20200 with Grade Pay of Rs.1900/- Plus allowances.Maximum Age: 30 years

Agerelaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

Application form, details of qualification & experience and other conditions for the above posts can be had from the CTR on any working day on deposit of Rs.50/- in A/C No.10415693035 or can be downloaded from CTR website and if the form is required by post, a demand draft of Rs.150/- may be sent in favor of CENTRAL TOOL ROOM. The last date for applying for the said posts is 25.03.2017.

GENERAL MANAGER

CENTRAL TOOL ROOM

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

GOVERNMENT OF INDIA

A-5, FOCAL POINT,

LUDHIANA – 141 010

**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF ASSISTANT ACCOUNTS OFFICER**

**Asstt. Accounts Officer:** One Un-reserved - in the pay band of Rs.9300-34800 with Grade Pay of Rs.4200/- plus allowances. Maximum Age: 35 years as on 25.03.2017.Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**Qualification:**

|  |  |
| --- | --- |
| **Essential** | Degree in Commerce |
| **Desirable** | Post Graduate diploma in Business Management/Material Management. |
| **Experience:** |  |
| **Essential** | 5 Years in-line experience in a reputed organization. |
| **Desirable** | Practical experience in Store Accounting, Budgeting and Taxation. Experience in Computers for general/Store accounting, cost accounting. Experience in Inventory control of items used in Tool Production Engineering Industry. Experience in computerized inventory control. |

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with attested copies of certificates / testimonials should reach, the General Manager, Central Tool Room, A-5, Focal Point, Ludhiana. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application/not to fill up the post(s), without assigning any reason thereof. The last date for applying the said post is 25.03.2017.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF ENGINEER**

**Engineer: - 01 Post –** One Un-reserved - in the Pay Band (PB-2) Rs.9300-34800 with GP of Rs.4200/-pm, plus allowances. Maximum Age:30 years as on 25.03.2017.Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**Qualification**

|  |  |
| --- | --- |
| Essential | Degree/Diploma in Electronic/Electrical Engg from a recognized institute. |
| Desirable | PG Diploma in Tool Design/Production/CAD/CAM or equivalent from recognized university/institution. |
| **Experience** |  |
| Essential | Nil for degree and 2 years for Diploma holders in Tool Room/recognized technical Training institution. |
| Desirable | Practical experience in operating machines in tool production involving CAD/CAM/CNC Technology. Candidates having diploma in computer application with teaching experience in technical/educational institution. |

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF LOWER DIVISION CLERK**

**LDC:** 01 Post – Unreserved in the Pay Band (PB-1) Rs.5200-20200 with Grade Pay of Rs.1900/-pm, plus allowances. Maximum Age: 30 years as on 25.03.2017.Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**Essential :**Graduate in any discipline from a recognized University/Institution or equivalent

with English typing speed of 30 w.p.m.

**Desirable:**Knowledge in computer working.

**EXPERIENCE:**

**Essential:** 3 Year experience in Accounts / Store /Administration in a reputed organization.

Desirable: EPF, ESI, Factory Actcompliance.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with attested copies of certificates / testimonials should reach, the General Manager, Central Tool Room, A-5, Focal Point, Ludhiana. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application/not to fill up the post(s), without assigning any reason thereof. The last date for applying the said post is 25.03.2017.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF TECHNICIAN GRADE-III**

**Technician Grade - III**: 01 Post–-un-reserved in the Pay Band( PB-1) Rs.5200-20200 with Grade Pay of Rs.1900/-pm, plus allowance. Maximum Age:30 years as on 25.03.2017. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**EDUCATIONAL QUALIFICATIONS :**

**Essential**: Matriculation from a recognized Board / Institution with I.T.I. in Turner/Miller/Grinder/Machinist/Miller Right Fitter/Tool & Die making from a recognized institute / 2 year certificate course from SIDO Tool Room.

**Desirable:**Certificate course in CAD/CAM/CNC.

**EXPERIENCE:**

**Essential:** One Year practical experience in reputed Tool Rooms/Industrial Institutes / One

Year in maintenance of plant & machinery preferably in precision engineering industry / Candidate who have worked as Artisan Trainee for a period of two year in CTR after I.T.I with Apprenticeship.

**Desirable:**Operations in CNC Milling programming / Vacuum heat treatment.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with attested copies of certificates / testimonials should reach the General Manager, Central Tool Room, A-5, Focal Point, Ludhiana.Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application/not to fill up the post(s), without assigning any reason thereof. The last date for applying the said post is 25.03.2017.

GENERAL MANAGER

##### APPLICATION FORM

CENTRAL TOOL ROOM

A Government of India Society

A-5, Focal Point, Ludhiana – 141 010.

Ph. No. : 0161-2670057-2670059

Name of the post applied for …………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name (in Block letters) | : |  |
| 2. | Date of Birth | : |  |
| 3. | Father’s Name | : |  |
| 4. | Father’s Occupation | : |  |
| 5. | Father’s Address (Last address, if dead) | : |  |
| 6. | Complete Postal Address (Present) | : |  |
| 7. | Permanent | : |  |
| 8.  9 | Phone No./Mobile No.  E- mail ID: | : |  |
| 10. | Nationality | : |  |
| 11. | Religion | : |  |

12. Educational Qualifications (Matriculation onward):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Examination | Year of Passing | Name of the University/Board | Subjects of study | Class or division | % of Marks |

- 2 -

13. Experience (in chronological order)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.N. | Name of the employer | Period | | Designation & Nature of duties | Pay scale/ Total Salary | Reason for leaving |
| From | To |

14. Languages Speak Read Write

|  |  |  |  |
| --- | --- | --- | --- |
| 15. | Extra Curricular Activities | : |  |
| 16. | Any specialized training/course attended | : |  |
| 17. | Marital status | : |  |
| 18. | Whether belongs to SC/ST/OBC/Ex-serviceman/handicapped (if so, give details) | : |  |
| 19. | Is any disciplinary/vigilance enquiry pending/contemplated against you? | : |  |
| 20. | Have you any objection to make reference to your employer? |  |  |
| 21. | Minimum joining time required | : |  |
| 22. | Any other information which you wish to be recorded may be mentioned in this column | : |  |
| 23. | Name of two responsible references (not relatives) | : |  |

1. Name 2. Name

Position Position

Address Address

Dated …………………. Signature of the applicant

Note : (i) Use additional sheets wherever necessary

(ii) Suppression of any relevant information or incomplete replies to the question in this application form will entail disqualification for appointment Subsequently.

(iii) Attach copy of testimonials in support of your qualification, experience.