



**CENTRAL TOOL ROOM & TRAINING CENTRE**  
**B-36, Chandka Industrial Area,**  
**Bhubaneswar- 751024**

Ref. No.CTTC/BBS/A & A/PERS/

Date: 05 .01.2018

**SITUATION VACANT**

CTTC, Bhubaneswar is looking for suitable and dynamic persons to fill up the following positions on contract basis for a period of five years from the date of appointment which can be renewed from time to time till the date of superannuation/resignation after review of performance–

Sl. No	Post	Pay Band & Grade Pay	Approx. Gross Emoluments (Min.) at Bhubaneswar	Max. age as on <b>23.02.18</b>	No. of Post
1	<b>Sr. Engineer (Prod.)</b>	Entry Pay Level -10 (Rs.56100/-)	Rs.66,881.00	35	1(UR)
2	<b>Administrative Asst. Gr.I</b>	Entry Pay Level -4 (Rs.25500/-)	Rs.30,645.00	30	1(ST)

(Age- Relaxable upto 5 (five) years for SC/ST/Internal candidates and 3(three) years for OBC)

**A) Qualification: (Essential)**

- (1) Degree / Diploma in Mechanical/Production Engineering or Diploma in Tool & Die Making from a recognized University / Institute.
- (2) Degree in any discipline from a recognized University.

**(Desirable)**

- (1) Post Graduate Diploma in Tool Design / CAD/CAM or equivalent from recognized Institution.
- (2) Degree in commerce from a recognized University

**(B) Experience: (Essential)**

- (1) 3(three) years for Degree holders & 5(five) years for Diploma holders. Practical experience in Tool Production.
- (2) 2 (two) years experience in Administration / Accounts in a reputed manufacturing organization.

**(Preferable)**

- (1) Practical experience in use of CAD/CAM for Tool Design and programming of CNC Machines. Practical experience of working on CNC Machines.
- (2) Working knowledge in computer

The interested candidates should send their bio-data as per the format cited below along with self-attested copies of certificates for the above posts to the **Managing Director** on or before **23<sup>rd</sup> February, 2018**. Persons working in Govt./Quasi-Govt., Public Sector undertakings, Autonomous Bodies should apply through proper channel. The Centre reserves the right to short list and call limited number of candidates for test/interview and offer lower posts to the candidates in case of non availability of suitable candidates. If required, written/ related test may be conducted for screening the applications.



**12. Educational & Professional Qualifications: Matriculation/SSLC onwards (as on 23.02.2018)**

Examination Passed	Name of the Institution/ University	Subjects studied in detail	Date, Month & year of passing	%age of aggregate marks

**13. Particulars of past experience including the present occupation/ job (as on date)**

Name of the employer(s) etc. & the nature of activities carried out by them	Designation	Period of service		Length of service		Nature of duties performed in detail	Remarks (reason for leaving service)
		From	To	Year	months		

**14. Languages known: (Mark “ ✓ ” in the appropriate box)**

Sr. No.	Language	Read	Write	Speak

**15. Registration No., if registered with Employment Exchange: \_\_\_\_\_**

**16. Any other information: \_\_\_\_\_**

I .....hereby declare that all statements made in this application are true, complete & correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of the said advertisement can be instituted by me only at Bhubaneswar and Courts/Tribunals/Forums at Bhubaneswar only shall have sole and exclusive jurisdiction to try any cause/dispute. I undertake to abide by all the terms and conditions in the advertisement given by CTTC, Bhubaneswar.

**Place:**

**Date:**

**Signature of the Candidate**

**NOTE : Use separate sheet for qualification and experience if required**