

# MSME TECHNOLOGY CENTRE, KOCHI

Opposite of Intel Tower, Behind TELK Angamaly,

Ernakulam, Kerala-683573

(A Govt. of India Society and Autonomous Body under MSME)

## SITUATION VACANT

**Advertisement Number : 38/2022**

**Date : 06/09/2022**

MSME Technology Centre, Kochi, Kerala is looking for the 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:

<b>Sl No.</b>	<b>Name of the Post &amp; Trade</b>	<b>Pay Matrix</b>	<b>Max. Age in years as on 31.08.2022</b>	<b>No. of Posts</b>
1	Manager (Mechanical)	Rs.67,700-2,08,700/- Level-11	40	01 (UR)
2	Asst. Manager (Admin & Accounts)	Rs.56100-1,77,500/- Level-10	35	01 (UR)
3	Sr. Engineer (Training)	Rs.44,900-1,42,400/- Level-7	35	01 (UR)
4	Engineer (Training)	Rs.35,400-1,1,2400/- Level-6	32	01 (UR)
5	Stores Officer	Rs.35,400-1,12,400/- Level-6	32	01 (UR)

**Age relaxable upto 5 (five) years for SC/ ST/ Internal Candidate & 3 (three) years for OBC Candidates. Reservation in posts for PH candidates as per Govt. Rules.**

## **SR. NO. 01 - MANAGER (MECHANICAL)**

**Qualification**      **Essential:** Degree in Engineering (Mechanical/ Production/ Manufacturing Technology/ Mechatronics/ Automobile) or equivalent from a recognized University/ Institution.

**Desirable:** PG Diploma in Tool Design/ Post Diploma in CAD/ CAM/ Mechatronics/PLC/VLSI.

**Experience**      **Essential:** 5 years' in Training/Production/Design Department in Tool Room/Reputed Engineering organization or Technical Institution out of which 3 years in responsible position.

**Preferable:** Experience in Planning HRD program, conducting courses, seminars etc. Training people in Tool & Die Making, Tool Design / CAD /CAM /CAE/Mechatronics/AR/VR/AI/PLC/ VLSI/Embedded system. Experience in use of modern audio visual equipment / teaching aids and preparation of course materials.

## **SR. NO. 02 - ASST. MANAGER (ADMIN & ACCOUNTS)**

**Qualification**      **Essential:** Commerce Graduate or any Graduate with Law/ MBA/ PGDBM or CA/ ICWA or equivalent from a recognized University/ Institute.

**Desirable:** Post-Gradation Degree/ Dip. in PM/ HRD/ SAS or equivalent from a recognized University/ Institution.

**Experience**      **Essential:** 5 years' experience in General Administration/ Personnel/ Accounts in a reputed manufacturing/ Govt. Organization. Should be conversant with Govt. Rules & Regulations on the subject. Experience in computer Application/ MS office/ Accounting Software.

**Preferable:** Experience in using ERP packages/ GST compliant, Accounting software.

### **SR. NO. 03 - SR. ENGINEER (TRAINING)**

**Qualification**      **Essential:** Degree in Engineering (Mechanical/ Production/ Manufacturing Technology) or equivalent from recognized University/ Institute.

**Desirable:** PG/PG Diploma in Tool Design/ Production/ CAD/ CAM/ CAE or equivalent from recognized Institution.

**Experience**          **Essential:** 3 years' in Tool Production/Training/Design Department in Tool Room /Reputed Engineering organization.

**Preferable:** Use of CAD/ CAM/ CAE software and modern teaching aids.

### **SR. NO. 04 - ENGINEER (TRAINING)**

**Qualification**      **Essential:** Degree in Engineering (Electrical/ Electronics/ Mechatronics) or equivalent from recognized University/ Institution.

**Desirable:** PG/ PG Diploma in CAE/VLSI/Embedded System / Mechatronics from recognized Institution.

**Experience**          **Essential:** NIL.

**Preferable:** Experience in VLSI/Embedded System/ Mechatronics.

### **SR. NO. 05 - STORES OFFICER**

**Qualification**      **Essential:** Degree in commerce from a recognized University.

**Desirable:** Post Graduate in Commerce/ Diploma in Material Management.

**Experience**          **Essential:** 3 Years in inventory Management in a tool room / engineering organization.

**Preferable:** Store Accounting / computerized Store Accounting / Cost accounting / Using ERP in Tool Production / Engineering industry.

## **INSTRUCTIONS**

- i) Candidates, fulfilling the above eligibility criteria apply in the enclosed **prescribed format only** (The Blank Form can be downloaded from our website **www.cttc.gov.in**) with self-certified photocopies of relevant certificates/ testimonials.
- ii) Application in sealed envelope superscribing "**Name of the Post Applied for.....**", should reach **To The General Manager, Central Tool Room & Training Centre, Plot No. - B-36, Chandka Industrial Area, Po - KIIT, City - Bhubaneswar, Dist. - Khurda, State - Odisha, Pin - 751024, on or before 30<sup>th</sup> September 2022, 5.00pm (Friday).**
- iii) Incomplete/unsigned applications and applications received without photographs, certified copies of required certificates such as educational qualification, experience certificate, caste/community etc. and those received after the prescribed last date for receipt of application will summarily be rejected without any communication to the candidate.
- iv) To & fro Rail/ Bus fare will be reimbursed subject to the production of tickets for attending the interview as per the rules. The center reserves the right to short list and call limited number of candidates for test/ interview.
- v) Wrong declarations/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- vi) The candidates serving in Central/State Govt. or any Govt. Undertaking/ Autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to CTTC-Bhubaneswar and produce NOC at the time of interview.
- vii) 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 for the advertised post.

**GENERAL MANAGER  
CTTC – BHUBANESWAR  
MENTOR TC OF MSME TC KOCHI**





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A Govt. of India Society

Ministry of Micro, Small and Medium Enterprises

b) Are you a PH candidate ?  
If yes, please mention category of disability

YES	NO	
OH	HI	VI

c) Are you an Ex-Serviceman?

YES	NO
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(i) In case of Ex-Serviceman/Commissioned Officer/Police Officer/other equivalent, specify, Date of Discharge \_\_\_\_\_

(ii) Rank at present/last held a) Acting \_\_\_\_\_ w.e.f. \_\_\_\_\_

b) Substantive \_\_\_\_\_ w.e.f. \_\_\_\_\_

d) Are you a candidate who had ordinarily been domiciled in Kashmir Division of the state of J&K during the period 01.01.1980 to 31.12.1989?

YES	NO
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6. a) Date of Birth (as per SSC certificate)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date		Month		Year	

b) Age as on 31/08/2022

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Years		Months		Days	

7. Gender - Male  Female  { Mark "✓" in appropriate box }

8. Marital Status Unmarried  Married  Divorced  Widowed

9. Nationality \_\_\_\_\_ 10. Religion \_\_\_\_\_

11. Place of Birth : Place \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

12. Educational & Professional Qualifications: Matriculation/SSLC onwards (as on 31.08.2022)

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



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

Sr. No.	Language	Read	Write	Speak

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

15. Particulars of past experience including the present occupation/ job (as on 31.08.2022)

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	Years	Months		

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 Kochi and Courts/Tribunals/Forums at Kochi 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 MSME TC-Kochi.

Place:

Date:

Signature of the Candidate

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