

SITUATION VACANT

Central Tool Room & Training Centre (CTTC) Bhubaneswar requires suitable candidates for filling up the following positions purely on fixed term contract basis.

SL NO	POSITION	JOB DETAILS
1	DATA ENTRY OPERATOR (INSPECTION SECTION)	<p>Basic Qualification: -Diploma in Mechanical Engineering or ITI in Fitter / Turner / Milling trade.</p> <p>Job Profile: -The candidate should be oriented and efficient Data Entry Operation to prepare dimensional inspection reports. The ideal candidate should have keen eye for detail, strong organizational skills, and the ability to work accurately and efficiently under deadlines.</p> <p>Responsibilities: -Accurately enter data from inspection reports into the system. :-Prepare detailed dimensional inspection reports based on data provided by the inspection team. :-Verify data for accuracy and completeness. :-Maintain and organize records of all inspection data and reports. :-Communicate with the inspection team to clarify any discrepancies in the data. :-Follow standard operating procedures for data entry and report preparation. :-Ensure confidentiality and security of all data.</p> <p>Skill set: - Proven experience as a data entry operator or in a similar role. :-Basic understanding of dimensional inspection processes and terminologies. :-Strong computer skills, including proficiency in Microsoft office suite (Excel word). :-Excellent attention to detail and accuracy.</p> <p>Desired Skills: - Strong typing skills with a high level of accuracy. :-Good communication skills, both written and verbal. :-Ability to work independently and as a part of a team. :-Familiarity with quality control processes and standards.</p>
2	COMPUTER TRAINER	<p>Basic Qualification: - Degree or Diploma in any stream.</p> <p>Desirable Qualification: -Should have done PGDCA/DCA from any reputed organization.</p> <p>Skill Set: -Should have good computer knowledge with written and oral communication skill.</p>
3	SOFTWARE TRAINER	<p>Basic Qualification: -Degree / Diploma in Computer Science./ MCA /BCA/ IT</p> <p>Skill Set:-The candidate should have good knowledge on Adv. Java, Core Java, Java script Angular, React, Oracle, MySQL, Docker , Kubernetes and full stack developer,.</p> <p>Preferable: - Knowledge in full stack developer, Devops and Cloud specialization (AWS, Azure, and GC) will be preferable.</p> <p>Experience: - The trainee should have at least 1 year teaching experience in any reputed colleges, universities or technical institutions.</p>
4	CNC MACHINE OPERATOR	<p>Basic Qualification: -ITI Machinist / Diploma in Mechanical Engineering.</p> <p>Skill Set:-Proficiency in CNC Milling / turning machine operation.</p> <p>Preferable:-. Working experience on CNC Machine operation and training, programming in CAD Software.</p> <p>Experience:-.The trainee should have at least 2 years' experience in any organization or institute.</p>
5	SAP TRAINER	<p>Basic Qualification: -MBA in any stream with SAP Business one.</p> <p>Experience:-.The candidate should have 1 year teaching experience in any institute, college.</p>
6	OFFICE ASSISTANT	<p>Essential Qualification: - Degree / Diploma in any stream from a recognized university/institution.</p> <p>Skill Set :- The candidate should be excellent in communication skill and have hands on experience in MS Office, MS Word, Excel & Power Point.</p> <p>Essential Experience:-Minimum 1 years of experience in Administration/Establishment.</p> <p>Preferable Experience: - On hand experience in making official correspondences independently.</p>
7	CNC PROGRAMMER/ -OPERATOR (PRODUCTION)	<p>Basic Qualification: -Degree in Mechanical or Production / Diploma in Mechanical Engineering.</p> <p>Skill Set :- -Programing knowledge on CAD CAM software.</p> <p>Experience:- .Minimum 4 years' experience in operating and programming of CNC 3 axis and 5 axis machine.</p>

Salary will be commensurate with qualification and experience for the above positions.

Apply on or before 22th August 2024.

Shortlisted candidates will be called for interview. (Selection process will be through-Written test, Skill test & PI)

The interested candidates may apply through the Email Id-"placement@cttc.gov.in" ((mentioning applying for the post of..... in the subject line.)). The candidates are advised to send their updated CVs with passport size photograph. The candidates not fulfilling eligibility criteria would not be considered for selection process.



CENTRAL TOOL ROOM & TRAINING CENTRE
 (Ministry of Micro, Small & Medium Enterprises, Govt. of India)
 B-36, Chandaka Industrial Area, Bhubaneswar – 751024, Odisha ,
 Contact No.0674-2654745/746
 Email:- placement@cttc.gov.in ,Website: www.cttc.gov.in



SITUATION VACANT

Central Tool Room and Training Centre (CTTC), Bhubaneswar is interested to recruit some suitable candidates for filling up various positions purely on Fixed Term Contract basis.

- 1) DATA ENTRY OPERATOR (INSPECTION SECTION)
- 2) COMPUTER TRAINER
- 3) SOFTWARE TRAINER
- 4) CNC MACHINE OPERATOR (Training / Production)
- 5) SAP TRAINER
- 6) OFFICE ASSISTANT
- 7) CNC PROGRAMMER (PRODUCTION DEPT)

Receipt of Application : -22th August 2024 (WEDNESDAY)

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For more inquiry, please visit website :- www.cttc.gov.in