



## MSME – TOOL ROOM, GUWAHATI REQUIRES Notice No. 18-19/05

Applications are invited for the following posts: -

- 1. Senior Administrative Officer – Post – One.** (Level 7, Entry Pay Rs. 44,900/-) **Qualification: Essential:** - Graduate in any discipline from regg. University/Institution. **Desirable:** - Degree in Law/PG Degree in Pers. Mgt./HRD/PGDBM or equivalent from a regg. University/Institution. **Experience: - Essential:** - 5 years in Addmn./Accounts, Purchase and Estt. And should be conversant with Govt. rules & regulations. Exp. in Computer working/MIS. **Desirable:** - Exp. in Indl. or similar Estt. **Age:** - 35 years. Relaxable up to 5 years for SC/ST/internal candidates and 3 years for OBC candidates.
- 2. Junior Technician – Post – One.** (Level 2, Entry Pay Rs. 19,900/-) **Qualification: Essential:** ITI in Machinist/Turner/Fitter/Certificate from MSME Tool Room. **Desirable:** - Certificate in CAD/CAM/CNC from recognized institution. **Experience: - Essential:** - 2 years' practical experience in reputed TR/Indl. Institute or Maint. of plant and machinery, Elect. Maint. **Desirable:** - Certificate in CAD/CAM/CNC from regg. instrn. **Age:** - 30 years. Relaxable up to 5 years for SC/ST/internal candidates and 3 years for OBC candidates.

**HOW TO APPLY:** - Application along with bio-data, three passport size photographs, self-attested copies of certificates, non-refundable demand draft of an amount of Rs. 1,000/- in favour of 'Tool Room & Training Centre, Guwahati' must reach the address given on or before **30/06/2018**. Rs. 1,000/- will not be refunded for any circumstances i.e. whether application has been rejected, not called for selection/test/interview, not selected, even cancelled the entire process etc. The chronological information of boidata as following i.e. name of the post applied, reference of advertisement, name, father's name, age, category (caste), present & permanent address with mobile number & email ID, academic & technical qualification (name of the board/institute, year of passing, %age of marks & major subjects taken), experience details (name of the organization, post held, details of duration of service, salary structure), details of demand draft, any other information. The criteria of Age, Qualification and Experience will be considered only attached proper supporting documents and proof, otherwise application will be treated as incomplete. Person working in Govt. & Quassi Govt. or Public Sector undertaking should apply through proper channel. However, they may submit the advance copy to this office within the time prescribe above. Applicants should write on the top of envelop **the name of the post applied for**. Incomplete application will be rejected. The service will be on contract basis for five years. However, contract period may be extended after reviewing the overall performance on completion of the period. The Centre is not liable for any postal delay. The Centre reserves the right to reject any application, call limited number of the candidates for test/interview or not fill up the post at its discretion. **Selection will be done through skill test only for the post of 'Junior Technician'**.

**Project Manager  
Tool Room & Training Centre, Guwahati  
Amingaon Industrial Area  
Amingaon, Guwahati – 781031**