



Ministry of Micro, Small and Medium Enterprises,  
Government of India

**MSME – TOOL ROOM, GUWAHATI  
REQUIRES  
Notice No. 19-20/11**



Tool Room & Training Centre (TRTC), Guwahati, an autonomous body under Ministry of Micro, Small & Medium Enterprises, Govt. of India conducts Skill Development Training Programme and supports the MSMEs for their production, supply of required manpower, consultancy etc. At present the Center trains 4000 trainees per year and supports 200 MSME units. TRTC, Guwahati needs result oriented, proactive, laborious, self-respect, self-disciplined, habituated of cleanliness person for the growth of TRTC, Guwahati further more.

- 1. Deputy Manager – Post – One.** (Level 11, EP Rs. 25350/- under 7<sup>th</sup> Pay Commission) Qualification: Essential: - Degree/Diploma in Mechanical/Production Engineering/Tool & Die Making or equivalent from a recognized Institute/University. Desirable: - Post Graduate degree/ Diploma in Tool Design/Production/CAD/CAM or equivalent from a recognized Institute/University. Experience: - Essential: - 7 years for degree holders and 9 years for diploma holders in Designing/Manufacturing/Marketing/Training in Tool Making. Desirable: - Practical Experience in operating machines in Tool Production/Training in Tool Making/Involving CAD/CAM/CNC Technology. Age: - 40 years. Relaxable up to 5 years for SC/ST internal candidates and 3 years for OBC candidates.
- 2. Administrative Officer – Post – One.** (Level 7, EP Rs. 17140/- under 7<sup>th</sup> Pay Commission) Qualification: Essential: - Graduate from the recognized university/institution with degree in Law/ PGDBM. Desirable: - Post Graduate Degree/Diploma in Personnel Management/HRD or equivalent from a recognized University/Institution. Passed in CA/ICWA/SAS Examination. Experience: - Essential: - 7 years in the field of Administration, Accounts, Purchase, Establishment and should be conversant with Govt. rules and regulations on these subjects. Experience in Computer working/MIS. Desirable: - Experience in industrial or similar establishment. Age: - 35 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 must reach the address given on or before **19/10/2019**. The chronological information of bio-data 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) any other information. Limited candidates will be called based on application received and their furnished 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. & Quasi 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.

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