

CENTRAL TOOL ROOM
Ministry of Micro, Small & Medium Enterprises
Government of India
A-5, Focal Point
LUDHIANA – 141 010
Ph. No. : 2670057-59

REQUIRES

Central Tool Room set up by the Government of India, under Ministry of MSME in Technical Collaboration with the Government of Germany intend to add the following personnel on contract basis :-

01. **Asstt. Manager (Heat Treatment)** : One (Un-reserved) - in the pay band of Rs.15600-39100 with Grade Pay of Rs.5400/- plus allowances. Maximum Age : 35 years.
02. **Asstt. Accounts Officer** : One (Un-reserved) - in the pay band of Rs.9300-34800 with Grade Pay of Rs.4200/- plus allowances. Maximum Age : 35 years.
03. **Engineer Design (One)** Reserved for OBC for the person with disability for Locomotor – in the pay band of Rs.9300-34800 with Grade Pay of Rs.4200/- plus allowances. Maximum Age : 30 years.
04. **Technician Grade – III:** One (Reserved for OBC) in the pay band of Rs.5200-20200 with Grade Pay of Rs.1900/- plus allowances. Maximum Age : 30 years.
05. **L.D.C.:** One (Un-reserved) in the pay band of Rs.5200-20200 with Grade Pay of Rs.1900/- plus allowances. Maximum Age : 30 years.
06. **Graduate Engineer Trainee/Diploma Engineer Trainee (Five)** – In the field of Mechanical/Production Engineering. During training period stipend of Rs.7000/Rs.5000 per month for 1st year shall be paid. Maximum Age : 30 years.

Application form, details of qualification & experience and the procedure for applying any of the above post can be had from the CTR either by post on payment of Rs.100/- or can be downloaded from website www.ctrludhiana.com.

DETAILS OF QUALIFICATION & EXPERIENCE:

01. **Asstt. Manager (Heat Treatment)** : One Un-reserved - in the pay band of Rs.15600-39100 with Grade Pay of Rs.5400/- plus allowances. Maximum Age : 35 years.

Qualification

Essential	Degree in Metallurgy/Mechanical Engg./Electrical or equivalent from a recognized University/Institution.
Desirable	Post Graduate Diploma in Metallurgy/Mechanical Engg./Production/ Electrical or equivalent from recognized institution.

Experience:

Essential	3 Years for degree holders in Heat Treatment of Engineering products including tool steels in reputed engineering industry/institution. / 2 years training in Central Tool Room, Ludhiana after graduation/one year training in CTR after Post graduation.
Desirable	Experience in use of Vacuum Heat Treatment Technology of engineering product.

02. **Asstt. Accounts Officer** : One Un-reserved - in the pay band of Rs.9300-34800 with Grade Pay of Rs.4200/- plus allowances. Maximum Age : 35 years.

Qualification

Essential	Degree in Commerce
Desirable	Post Graduate diploma in Business Management/Material Management.

Experience:

Essential	5 Years in-line experience in a reputed organisation.
Desirable	Practical experience in Store Accounting, Budgeting and Taxation. Experience in Computers for general/Store accounting, cost accounting. Experience in Inventory control of items used in Tool Production Engineering Industry. Experience in computerized inventory control.

03. **Engineer Design (One) Reserved for OBC for the person with disability for Locomotor** – in the pay band of Rs.9300-34800 with Grade Pay of Rs.4200/- plus allowances. Maximum Age : 30 years.

Qualification

Essential	Degree/Diploma in Mech. Engg./Tool & Die Making/Production from a recognized institute.
Desirable	PG Diploma in Tool Design/Production/CAD/CAM or equivalent from recognized university/institution.

Experience:

Essential	Nil for degree and 2 years for Diploma holders in Tool Room/recognized technical Training institutions.
Desirable	Practical experience in operating machines in tool production involving CAD/CAM/CNC Technology. Candidates having diploma in computer application with teaching experience in technical/educational institution.

- 04 **Technician Grade – III:** One Reserved for OBC - in the pay band of Rs.5200-20200 with Grade Pay of Rs.1900/- plus allowances. Maximum Age : 30 years.

Qualification

- Essential Matriculation form a recognized Board/Institution with I.T.I. in Turner/Miller/Grinder/Machinist/Miller Right Fitter/Electrical/Electronic/ Tool & Die Making from recognized Institute/2 Years certificate course from SIDO Tool Room.
- Desirable Certificate Course in CAD/CAM/CNC OR Training in electrical maintenance of machine Tools

Experience:

- Essential 1 Year practical experience in reputed Tool Rooms/industrial institutes
OR
1 Year in maintenance of plant & Machinery preferably in precision engineering industry.
OR
1 Year in electrical maintenance works in a reputed industrial establishment.
OR
Candidate who have worked as Artisan Trainee for a period of two years in CTR after I.T.I. with Apprenticeship.
- Desirable -

- 05 **L.D.C:** One Unreserved - in the pay band of Rs.5200-20200 with Grade Pay of Rs.1900/- plus allowances. Maximum Age : 30 years.

Qualification

- Essential Graduate in any discipline from a recognized University/Institution or equivalent with English typing speed of 30 w.p.m.
- Desirable Knowledge in computer working.

Experience:

- Essential With 3 years experience in Accounts/Store/Administration in a reputed organisation.
- Desirable -

06. **Graduate Engineer Trainee/Diploma Engineer Trainee (Five)** – In the field of Mechanical/Production Engineering. During training period of two years, stipend of Rs.7000/Rs.5000 per month for 1st year and Rs.8000/Rs.6000 per month for the 2nd year shall be paid. Maximum Age : 30 years.

Qualification: Fresh Graduate Engineer/Diploma Engineer in Mechanical/Production Engineering from reputed university with at least 60% marks with knowledge of CAD/CAM e.g. CATIA, UG, Pro E, IDEAS etc. Duration of the training shall be of two years. Candidates who has completed Post Graduate course in Tool Engineering/Tool Design/Tool manufacturing of minimum one & half year duration from a reputed institute/university shall be directly admitted to the 2nd year of Training and the duration of training in their case shall be of one year. Maximum Age limit 30 years.

- During training period stipend of Rs.7000/Rs.5000 per month for 1st year shall be paid.

The posts at Sr. No. 1 to 4 shall be filled on contract basis for a period of 05 years, which could be extended thereafter at the discretion of CTR. The post can be increased or decreased depending upon the requirement.

Relaxation shall be given to SC/ST/OBC/Physically handicapped with locomotor/internal candidates as admissible under rules.

Application Form should be accompanied by a Bank draft of Rs.150/- (Rupees one hundred fifty only) in favour of Central Tool Room, Ludhiana, payable at State Bank of India, RNW Branch, Ludhiana should reach within 30 days from the publication of this advertisement addressed to the General Manager, Central Tool Room, A-5, Focal Point, Ludhiana. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application/not to fill up the post(s), without assigning any reason thereof.

APPLICATION FORM

CENTRAL TOOL ROOM
A Government of India Society
A-5, Focal Point, Ludhiana – 141 010.
Ph. No. : 0161-2670057-2670059

Name of the post applied for

1. Name (in Block letters) :
2. Date of Birth :
3. Father's Name :
4. Father's Occupation :
5. Father's Address (Last address, if dead) :
6. Complete Postal Address (Present) :
7. Permanent :
8. Phone No./Mobile No. :
9. Nationality :
10. Religion :

11. Educational Qualifications (Matriculation onward):

Sr.No.	Examination	Year of Passing	Name of the University/Board	Subjects of study	Class or division	% of Marks
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12. Experience (in chronological order)

S.N.	Name of the employer	Period		Designation & Nature of duties	Pay scale/ Total Salary	Reason for leaving
		From	To			

- | | | | |
|---|-------|----------|-------|
| 13. Languages | Speak | Read | Write |
| 14. Extra Curricular Activities | : | | |
| 15. Any specialized training/course attended | : | | |
| 16. Martial status | : | | |
| 17. Whether belongs to SC/ST/OBC/Ex-serviceman/handicapped (if so, give details) | : | | |
| 18. Is any disciplinary/vigilance enquiry pending/contemplated against you? | : | | |
| 19. Have you any objection to make reference to your employer? | : | | |
| 20. Minimum joining time required | : | | |
| 21. Any other information which you wish to be recorded may be mentioned in this column | : | | |
| 22. Name of two responsible references (not relatives) | | | |
| 1. Name | | 2. Name | |
| Position | | Position | |
| Address | | Address | |

Dated

Signature of the applicant

- Note : (i) Use additional sheets wherever necessary
(ii) Suppression of any relevant information or incomplete replies to the question in this application from will entail disqualification for appointment subsequently.