

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

REQUIRES

Central Tool Room set up by the Government of India, under Ministry of MSME intends to add the following personnel:-

01. **Asstt. Manger (Heat Treatment)** : One Un-reserved- in the 10<sup>th</sup> Level of Pay Matrix (Basic Pay-Rs.56100/-) plus allowances. **Qualification:** Degree in Metallurgy/Mechanical Engg./Electrical or equivalent from a recognized University/Institution. **Experience:** 3 Years for degree holders in Heat Treatment of Engineering products including tool steels in reputed engineering industry/institution or 2 years training in Central Tool Room, Ludhiana after graduation/one year training in CTR after Post graduation. Maximum Age: 35 years
02. **Asstt. Admn. Officer:** One Un-reserved - in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay-Rs.35,400/-) plus allowances. **Qualification:** Degree from recognized university.. **Experience:** 5 years in-line experience in a reputed organization. Maximum Age: 35 years
03. **Engineer:** One Un-reserved - in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay-Rs.35,400/-) plus allowances. **Qualification:** Degree/Diploma in Mech. Engg./Tool & Die Making/ Production from a recognized institute. **Experience:** Nil for degree and 2 years for Diploma holders in Tool Room/recognized technical Training institution. Maximum Age: 30 years.
04. **Technician Grade – III:** Three Posts (Un-reserved-01, ST-01, SC-01) - in the 2<sup>nd</sup> Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. **Qualification:** Matriculation from a recognized Board / Institution with I.T.I. in Turner/Miller/Grinder/Machinist/Tool & Die making from a recognized institute / 2 year certificate course from SIDO Tool Room. **Experience:** One Year practical experience in reputed Tool Rooms/Industrial Institutes. Maximum Age: 30 years.
05. **L.D.C.:** Two Posts (Un-reserved-01, ST-01) - in the 2<sup>nd</sup> Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. **Qualification:** Graduate in any discipline from a recognized University/Institution or equivalent with English typing speed of 30 w.p.m. **Experience:** 3 Year experience in Accounts / Store /Administration in a reputed organization. Maximum Age: 30 years.

Age relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

Application form, details of qualification & experience and other conditions for the above posts can be downloaded from CTR website. The last date for applying for the said posts is 25.05.2018.

**GENERAL MANAGER**

CENTRAL TOOL ROOM  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
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A-5, FOCAL POINT,  
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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST  
OF TECHNICIAN GRADE-III**

**Technician Grade - III:** 03 Posts (General-01, ST-01, SC-01) in 2<sup>nd</sup> Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. Maximum Age:30 years as on 25.05.2018. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**EDUCATIONAL QUALIFICATIONS :**

**Essential:** Matriculation from a recognized Board / Institution with I.T.I. in Turner/Miller/Grinder/Machinist/Tool & Die making from a recognized institute / 2 year certificate course from SIDO Tool Room.

**Desirable:** Certificate course in CAD/CAM/CNC.

**EXPERIENCE:**

**Essential:** One Year practical experience in reputed Tool Rooms/Industrial Institutes / Candidate who have worked as Artisan Trainee for a period of two year in CTR after I.T.I with Apprenticeship.

**Desirable:** Operations in CNC Milling programming / Vacuum heat treatment.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with attested copies of certificates / testimonials should reach 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, increase or decrease no. of posts without assigning any reason thereof. The last date for applying the said post is 25.05.2018.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST  
OF LOWER DIVISION CLERK**

**LDC:** 02 Posts (General-01, ST-01) in 2<sup>nd</sup> Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. Maximum Age: 30 years as on 25.05.2018. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**EDUCATIONAL QUALIFICATIONS :**

**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:** 3 Year experience in Accounts / Store /Administration in a reputed organization.

**Desirable:** EPF, ESI, Factory Act compliance and Oral/Writing proficiency in English/Hindi/Punjabi.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST  
OF ENGINEER**

**Engineer:** - 01 Post (Un-reserved) in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay-Rs.35,400/-) plus allowances. Maximum Age:30 years as on 25.05.2018. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**EDUCATIONAL QUALIFICATIONS :**

**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 institution.
Desirable	Practical experience in operating machines in tool production involving CAD/CAM/CNC Technology.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST  
OF ASSISTANT MANAGER HEAT TREATMENT**

**Asstt. Manger (Heat Treatment):** 01 Post (Un-reserved) in the 10<sup>th</sup> Level of Pay Matrix (Basic Pay-Rs.56,100/-) plus allowances. Maximum Age : 35 years as on 25.05.2018. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**EDUCATIONAL QUALIFICATIONS :**

**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. or 2 years training in Central Tool Room, Ludhiana after graduation/one year training in CTR after Post graduation.
Desirable	Experience in use of Vaccum Heat Treatment Technology of engineering product.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST  
OF ASSISTANT ADMN. OFFICER**

**Asstt. Admn. Officer:** 01 Post (Un-reserved) in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay-Rs.35,400/-) plus allowances. Maximum Age: 35 years as on 25.05.2018. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

**EDUCATIONAL QUALIFICATIONS :**

**Qualification**

Essential	Degree from recognized university.
Desirable	Diploma in Personnel Management/Administration/Law.

**Experience**

Essential	5 years in-line experience in a reputed organization.
Desirable	Knowledge of Computer Applications.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

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