



CENTRAL TOOL ROOM & TRAINING CENTRE
B-36, Chandka industrial Area, Bhubaneswar-751024, Odisha
(Ministry of Micro, Small & Medium Enterprises, Govt. of India)



REQUIRES GENERAL MANAGER

Central Tool Room & Training Centre (CTTC), Bhubaneswar is the leading Tool Room & Training Centre of India. The main objectives of the Tool Room are to provide support services to Micro, Small & Medium Industries for design and manufacture of precision tools, moulds, dies, jigs fixtures equipment, consultancy services and skilled manpower with hands on exposure to the state-of-the art machinery in the areas of Tool Engineering.

The General Manager, being the Executive Head of CTTC, shall be responsible for day-to-day management and affairs of the Society and shall exercise his powers under the direction, superintendence and control of Chairman of the Governing Council. It shall be the duty of General Manager to co-ordinate and exercise general supervision of overall activities of CTTC.

Applications are invited from citizens of India for the post of GENERAL MANGER in CENTRAL TOOL ROOM & TRAINING CENTRE, BHUBANESWAR, which is proposed to be filled up on contract basis for a period of 5 years initially with further extension based on review of performance. The details regarding eligibility condition etc. are as under :

1. Educational Qualifications :

(a) Essential : Degree in Engineering (Mechanical / Production / Manufacturing Technology) or equivalent from recognized University/Institution.

(b) Desirable : PG in Engineering / Technology / Management from recognized University / Institution.

2. Experience :

(a) Essential : 15 years experience in Production / Training department of a Tool Room / reputed Engineering industry of which 10 years in a responsible Technical / Management position.

(b) Preferable : Implementation and Management of Engineering Projects, experience in use of computerized MIS including reverse engineering, Rapid Prototyping, CAD/CAM and CNC technologies. Experience in Administration, Finance & Labour Management.

3. Scale of Pay : PB-4, Pay Band - Rs.37,400 - 67,000/- + GP Rs.8,900/- (as per 6th CPC) / Pay Matrix Level - 13 A (as per 7th CPC). The post besides basic pay carries allowances as per Government Rules.

4. Age : 50 years (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates).

Application as per the Proforma given in detailed advertisement on Website : www.dcmsme.gov.in and www.cttc.gov.in should be sent at the following address **by 05:00 PM, on or before 15.04.2020.** "Joint Development Commissioner (AB), Office of the Development Commissioner (MSME), Room No.718, 7th Floor, 'A' - Wing, Nirman Bhawan, Maulana Azad Road, New Delhi - 110108".

APPLICATION PROFORMA

Name of the Post Applied for :

Name of the Applicant :

E-mail address :

Contact No. :

Father's Name :

Permanent Address :

Correspondence Address :

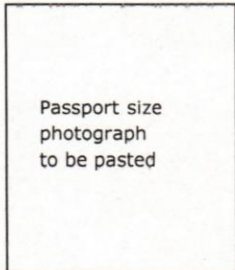
Date of Birth : --/--/---- **Age**

Category (Gen/SC/ST/OBC) : **Gen/SC/ST/OBC**
(Certificate to be enclosed in case of SC/ST/OBC)

Educational Qualification : (Copies to be attached)

a. Essential

S. No.	Name of Exam Passed	Board/ University	Year of Passing	Subjects	% / Division
1.					
2.					
3.					
4.					



b. Desirable

S. No.	Name of Exam Passed	Board/ University	Year of Passing	Subjects	% / Division
1.					
2.					
3.					
4.					

Experience

:(Copies of Experience Certificate to be attached)

S. No.	Post Held	Period		Total Duration (Year/Month)	Salary Drawn	Name of Organisation	Nature of Work
		From	To				

DECLARATION

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Encl:

Signature of Applicant

Note:

1. A brief self assessment (one page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates and date of birth with their application.
3. Incomplete application & without copies of certificates would be rejected.
4. Candidates serving in Central / State Govt. or any Govt. undertaking/autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.
5. Giving false information and canvassing in any manner will render the applicant ineligible for the post.