



MSME- TECHNOLOGY CENTRE, BHOPAL

Plot No.259/2,261,267/2/1,

Industrial Area with special Educational Zone, Acharpura, Bhopal – 462038 (Madhya Pradesh)

(A Govt. of India Society and Autonomous Body under MSME)

Micro Small & Medium Enterprises

MSME Technology Centre, Bhopal is being set up at Bhopal. The Technology Centre is a Govt. of India Society registered under Societies Registration Act and is functioning as autonomous body under MSME.

Applications are invited for the below mentioned Posts on Contract Basis.

SR. NO.	NAME OF THE POST & TRADE	Pay Matrix	MAX. AGE IN YEARS AS ON 31/10/2018	NO. OF POSTS
1	SENIOR MANAGER (TRAINING)	Rs. 78800 - 209200, Level-12	45	1(UR)
2	MANAGER (MECHANICAL)	Rs. 67700 - 208700, Level-11	40	1(UR)
3	MANAGER (MARKETING)	Rs. 67700 - 208700, Level-11	40	1(UR)
4	ASSISTANT MANAGER (ADMIN. & ACCOUNTS)	Rs. 56,100 – 177500, Level-10	35	1(UR)
5	SENIOR ENGINEER (TRAINING)	Rs. 44,900 – 142400, Level-7	35	1(UR) – Mechanical 1(UR) – Electronics / Electrical
6	ENGINEER (TRAINING)	Rs. 35,400 – 112400, Level-6	32	1(UR) – Mechanical 1(UR) – Electronics / Electrical
7	ACCOUNTS OFFICER	Rs. 35,400 – 112400, Level-6	32	1(UR)
8	STORE OFFICER	Rs. 35,400 – 112400, Level-6	32	1(UR)

Age relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC candidates. Reservation in posts for PH candidates as per Govt. Rules

QUALIFICATIONS & EXPERIENCE:

SR. NO. 1 - SENIOR MANAGER (TRAINING)

Qualification : **Essential:** Degree in Engineering (Mechanical/Production/ Manufacturing Technology/Mechatronics/Electronics/Electrical / Automobile) or equivalent from a recognized University / Institution. **Desirable:** PG/PG Diploma in Tool Design / Production/Management/ Automation/ VLSI/Embedded System or equivalent form recognized institution.

Experience : **Essential:** 8 years' experience in Training / Production Department in Tool Room/ reputed Engineering industry/ Technical Institution/ organization out of which 5 year in Technical / Management Position. **Preferable:** Experience in Planning, HRD Program, Conducting Training Seminars etc. in Tool & Die Making, CAD/CAM/CAE/Tool Design/ Automation/ VLSI/ Embedded system/AR/VR/AI or equivalent. Experience in Modern Audio Visual equipment/teaching aids in Training.

SR. NO. 2 - MANAGER (MECHANICAL)

Qualification : **Essential:** Degree in Engineering (Mechanical/Production/ Manufacturing Technology/Mechatronics / Automobile) or equivalent from a recognized University / Institution. **Desirable:** PG Diploma in Tool Design/ Post Diploma in CAD/CAM/Mechatronics.

Experience : **Essential:** 5 years in Training / Production/ Design Department in Tool Room/ Reputed Engineering organization or Technical Institution out of which 3 year responsible Position. **Preferable:** Experience in Planning, HRD Program, Conducting Course, Seminars etc. Training People in Tool & Die Making, Tool Design/ CAD/CAM/CAE/ Mechatronics /AR/VR/AI or equivalent Experience in use of modern audio visual equipment/ teaching aids & preparation of course materials.

SR. NO. 3 - MANAGER (MARKETING)

Qualification : **Essential:** Degree in Engineering (Mechanical/Production/ Manufacturing Technology/Mechatronics / Automobile) or equivalent from a recognized University / Institution. **Desirable:** PG Diploma in Tool Design/ Marketing / Management/PGDBM/MBA of equivalent from recognized Institution.

Experience : **Essential:** 5 years' experience in Marketing of Engineering products/ Training Dept. / Production/ Design Dept. of a Tool Room/ reputed Engineering Industry out of which 3 years in responsible technical/ Management position. **Preferable:** Experience in providing technical training/consultancy in product development or production/ Design experience in marketing / sale of Engineering product/ tools.

SR. NO. 4 - ASSISTANT MANAGER (ADMIN. & ACCOUNTS)

Qualification : **Essential:** Commerce Graduate or any Graduate with Law/MBA/PGDBM or CA/ICWA or equivalent from a recognized University / institute. **Desirable:** Post Graduation Degree/ Diploma in PM/HRD/SAS or equivalent from recognized University/Institution.

Experience : **Essential:** 5 years' experience in General Administration/ Personal/Accounts in reputed Manufacturing / Govt. organization. Should be conversant with Govt. Rules & Regulation on the subject. Experience in Computer Application/ MS Office/ Accounting Software. **Preferable:** Experience in using ERP packages/GST Complaint Accounting Software.

SR. NO. 5 - SENIOR ENGINEER (TRAINING)

Qualification : **Essential:** Degree in Engineering (Mechanical/Production/ Manufacturing Technology/Electronics/Electrical / Mechatronics/ Automobile) or equivalent from recognized University / Institute **Desirable:** PG/PG Diploma in Tool Design/Production/CAD/CAM/CAE/or equivalent from recognized institution.

Experience : **Essential:** 3 Years in Tool Production/Training / Design department in Tool Room / Reputed Engineering organization. **Preferable:** Use of CAD/CAM/CAE software & modern teaching aids.

SR. NO. 6 - ENGINEER (TRAINING)

Qualification : **Essential:** Degree in Engineering (Mechanical/Production/Electrical/Electronics/Manufacturing Technology/Automobile) or equivalent from recognized University / Institute. **Desirable:** PG/PG Diploma in Tool Design /CAD/CAM/CAE/VLSI/Embedded System/Mechatronics or Tool Engineering from recognized Institution.

Experience : **Essential:** Nil. **Preferable:** Experience in operating machine in Tool Production Including CNC machines/VLSI/ Embedded System/ Mechatronics.

SR. NO.7 - ACCOUNTS OFFICER

Qualification : **Essential:** Degree in Commerce from recognized University or equivalent. **Desirable:** Post Graduation in Commerce/ICWA/CA/SAS examination or equivalent from a recognized University/ Institute.

Experience : **Essential:** 3 years in the field of Accounts, preferably in an industrial Establishment/Autonomous Bodies. Should have knowledge in accounting, budget, Balance Sheet and computerized accounting systems etc. **Preferable:** Experience in using ERP Package/ Tax Laws.

SR. NO. 8 - STORE OFFICER

Qualification : **Essential:** Degree in Commerce from recognized University. **Desirable:** Post Graduation in Commerce/Diploma in Material Management.

Experience : **Essential:** 3 years in inventory management in a tool room/ engineering organization. **Preferable:** Store Accounting/ Computerized store accounting / cost accounting / using ERP in Tool Production / Engineering industry

APPLICATIONS MUST REACH WITHIN 15 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT TO: THE MANAGING DIRECTOR, INDO GERMAN TOOL ROOM, P-31, MIDC INDUSTRIAL AREA, CHIKALTHANA, AURANGABAD 431 006. (MAHARASHTRA) **PERKS & ALLOWANCES:** These posts besides pay band carry attractive fringe benefits such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, CPF, Gratuity, Group Insurance, Medical Reimbursement facility, etc. Higher start in salary can be considered for exceptionally meritorious, qualified and experienced candidates.

HOW TO APPLY: The Interested Candidates should send their bio data as per the format cited below along with self-attested copies of certificates for the above post(s). The candidate belongs to OBC category must enclosed the copy of the certificate from the competent authority certifying that he does not belong to Creamy Layer category. Incomplete application will be rejected. If information provided is found false at any stage the candidature will be liable for rejection. . Persons working in Govt. and Quasi Govt. or Public Sector undertaking should apply through proper channel with an advance copy. Please write on the envelope name of the post applied for. To & fro Rail/Bus fare will be reimbursed on production of proof to the candidates attending the interview as per the rules. The center reserves the right to short list and call limited number of candidates for test/interview.

12. Educational & Professional Qualifications: Matriculation/SSLC onwards (as on 16.07.2018)

Examination Passed	Name of the Institution/ University	Subjects studied in detail	Date, Month & year of passing	%age of aggregate marks

13. Particulars of past experience including the present occupation/ job (as on date)

Name of the employer(s) etc. & the nature of activities carried out by them	Designation	Period of service		Length of service		Nature of duties performed in detail	Remarks (reason for leaving service)
		From	To	Year	months		

14. Languages known: (Mark “ ✓ ” in the appropriate box)

Sr. No.	Language	Read	Write	Speak

15. Registration No., if registered with Employment Exchange: _____**16. Any other information: _____**

Ihereby declare that all statements made in this application are true, complete & correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of the said advertisement can be instituted by me only at Aurangabad and Courts/Tribunals/Forums at Aurangabad only shall have sole and exclusive jurisdiction to try any cause/dispute. I undertake to abide by all the terms and conditions in the advertisement given by IGTR, Aurangabad.

Place:**Date:****Signature of the Candidate***NOTE: Use separate sheet for qualification and experience if required*