

MSME Tool Room, Indore

Indo-German Tool Room, (A Government of India Society)
Ministry of Micro Small & Medium Enterprises

Advt. No. 02/2013

REQUIRE TO FILL UP FOLLOWING POSITIONS ON URGENT BASIS

MSME Tool Room (IGTR), Indore is looking for suitable and dynamic persons to fill up the following positions **on contract basis** for a period of five years from the date of appointment which can be renewed from time to time till superannuation/resignation based on performance :

Sl. No	Post	Pay Band & Grade Pay (In Rs.)	Minimum Gross Emoluments p.a. (Rs. In Lac)	Age Limit	No. of Post
1.	Dy. General Manager	PB-4-37400-67000/- + GP-8700/-	10.95	45	1 (UR)
2.	Sr. Manager (Trg.)	PB-3-15600-39100/- + GP-7600/-	7.13	45	1 (UR)
3.	Sr. Manager (Prodn./PPC)	PB-3-15600-39100/- + GP-7600/-	7.13	45	1 (UR)
4.	Sr. Administrative Officer	PB-3-15600-39100/- + GP-5400/-	5.17	35	1 (GEN)
5.	Administrative Officer	PB-2- 9300-34800/- + GP- 4200/-	3.28	35	1 (GEN)

Qualification : SI. No. 1

- Essential > Degree in Mechanical/Production Engineering or equivalent from a recognized University/ Institution.
Desirable > Post Graduate qualification in Engineering/Technology/Management from recognized Institution.

Experience :

- Essential > 10 years experience in Production/Training/Design Deptt. of a Tool Room/reputed Engineering Industry of which 7 years in a responsible Technology/Management position.
Preferable > Management of Engineering Projects, experience in use of Computerized MIS, CAD/CAM and CNC Technologies etc.

Qualification : SI. No. 2

- Essential > Degree in Mechanical/Production Engineering or equivalent from a recognized University/ institution.
Desirable > Post Graduate/Post Graduate Diploma in Tool Design, Production or equivalent from a recognized Institution.

Experience :

- Essential > 08 years experience in Production/Training/Design Deptt. of a Tool Room/reputed Engineering Industry of which 5 years in a responsible Technology/Management position.
Preferable > Practical experience in Planning, HRD Programme, conducting training courses, seminars etc. In Tool & Die Making, Tool Design or equivalent. Experience in use of modern teaching aids.

Qualification : SI. No. 3

- Essential > Degree in Mechanical/Production Engineering or equivalent from a recognized University/ Institution.
Desirable > Post Graduate/Post Graduate Diploma in Tool Design, Production or equivalent from a recognized Institution.

Experience :

- Essential > 08 years experience in Production/Training/Design Deptt. of a Tool Room/reputed Engineering Industry of which 5 years in a responsible Technology/Management position.
Preferable > Practical experience in Tool Production/Tool Design. Experience in use of computers for Production Planning, MIS, Cost Accounting etc. Experience in Tool Production using CNC Machines, CAD/CAM Technology etc.

Qualification : SI. No. 4

- Essential > Graduate from the recognized University/Institution with degree in Law/PGDDBM.
Desirable > Post Graduate Degree/Diploma in Personnel Management/HRD or equivalent from a recognized University/Institution. Passed in CA/ICWA/SAS Examination.

Experience :

- Essential > 07 years in the field of Personnel & Administration, Accounts, Purchase and Establishment and should be conversant with Govt. Rules and Regulations on these subjects.
Preferable > Experience in Computer working/MIS

Qualification : SI. No. 5

- Essential > Graduate from a recognized University/Institution or equivalent.
Desirable > Diploma in Public Administration/Personnel Management or equivalent from a recognized University/Institution.

Experience :

- Essential > 04 years on line experience in a reputed Organization.
Preferable > Experience in Computer working/MIS.

PERKS AND ALLOWANCES:-

The above besides Pay Band carry attractive fringe benefits such as Grade Pay, Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, CPF, Gratuity, Group Insurance, Medical Allowances etc. as per Society Rules from time to time. Higher start on salary may be considered to exceptionally meritorious, qualified and experienced candidates. Mere fulfilment of eligibility criteria does not mean the applicant to be called for Interview.

Age relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates. Qualification/Experience may be relaxed at the discretion of Competent Authority in case of exceptionally deserving candidate. HRA will be paid only if IGTR is unable to provide official accommodation.

Interested Applicants may send their Bio-data for the above post along with copies of certificates showing qualification, experience & date of birth etc. with passport size photograph as per application form available in the website : www.igtr-indore.com and **Bank Draft of Rs. 100/- (Rs. One Hundred only) towards application fee drawn on any nationalized bank** in favour of **INDO-GERMAN TOOL ROOM, INDORE** payable at **Indore. SC/ST applicants are exempted from fee.** Those who are working in Govt./Public Sector Undertakings/Autonomous Organization etc. should send their application through **Proper channel**. Late receipt of applications will be summarily rejected. The Tool Room reserves the right to cancel any or all the application(S) without assigning any reason. The applications should reach within 20 days from the date of publication in the addressed given below :

GENERAL MANAGER

291/B, 302/A, Sector-E, Industrial Area, Sanwer Road, Indore- 452 015. **Ph. No.** 4210737, 4210707, 4210704
Fax : 0731-2720353, **Email :** indigtr@sancharnet.in, **Website :** www.igtr-indore.com