



केन्द्रीय हस्त औज़ार संस्थान, जालन्धर
CENTRAL INSTITUTE OF HAND TOOLS, JALANDHAR

भारत सरकार की सोसायटी
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय

Government of India Society
Ministry of Micro, Small & Medium Enterprises



ISO 9001:2008
ISO 14001:2004
Certified Institute

APPOINTMENTS

Central Institute of Hand Tools (MSME-Tool Room), Jalandhar is a Govt. of India Society, a renowned Institute to provide services to Micro, Small & Medium Enterprises in the field of Dies & Tooling, Forging, Heat Treatment, Training, Design & Development, Calibration & Testing of material. CIHT is also conducting 4 years Diploma in Mech. Engg. Tool & Dies) & 3 years Diploma in Computer Science & Engineering.

Central Institute of Hand Tools (MSME-Tool Room), Jalandhar invites applications from result oriented persons for filling up the following post on contract basis.

1. Lower Division Clerk

(1 Post-Reserved for SC)-Pay Band & Grade Pay: (PB-1) Rs. 5200-20200 + GP - 1900/- p.m.

Educational Qualifications:

(a) Essential: Graduate in any discipline from a recognized University/ Institution or equivalent with English typing speed of 30 w.p.m.

(b) Desirable: Certificate course in computer applications.

Experience:

(a) Essential: 3 years experience in Accounts in a reputed establishment.

(b) Desirable: Knowledge in computer working.

Age limit: Not exceeding 30 years as on 01.10.2017. Relaxable upto 5 years in the case of SC.

2. Private Secretary

(1 Post - Unreserved)- Pay Band & Grade Pay: (PB-2) Rs. 9300-34800 + GP - 4200/- p.m. plus allowances.

Educational Qualifications:

(a) Essential: Graduate from a recognized University/Institution/Diploma in Office Management and Secretarial work and with good knowledge of English. Should have a speed of 120 and 40 w.p.m. in Shorthand and Typewriting respectively. Knowledge of operating computers.

(b) Desirable: Fluency in English, Hindi and local language speaking/Certificate in English Speaking Receptionist Course.

Experience:

(a) Essential: 5 years experience in line.

(b) Desirable: Experience in handling correspondence independently and organizing meetings, seminars, etc.

Age limit: Not exceeding 35 years (As on 01.10.2017). Relaxable up to 5 years in the case of SC/ST/ & 3 years for OBCs.

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. Applicants may send the application in the prescribed form giving full details alongwith self attested copies of certificates/ testimonials at the address given below by registered/speed post within 21 days of the publication of this advertisement. **KINDLY DOWNLOAD THE APPLICATION FORM HERE.** Candidates called for interview will be paid return fare as per T.A. rules. Candidates employed in Govt. or Undertaking should apply through proper channel. Each application should be accompanied by Demand Draft of **Rs 100/-** payable to The Principal Director, Central Institute of Hand Tools, Jalandhar. No fee is required from SC/ST/Physically Handicapped candidates.

Sd/-
Principal Director