



## MSME TECHNOLOGY CENTRE, ROHTAK

Plot No. 10 & 11, Sector 30 B, IMT, Rohtak (Haryana) 124021  
(A Govt. of India Society & Autonomous Body under MSME)  
Ministry of Micro, Small & Medium Enterprises



MSME Technology Centre, Rohtak has been set up at Rohtak (Haryana). The Technology Centre is a Govt. of India Society registered under Societies Registration Act and is functioning as Autonomous Body under DC-MSME.

Applications are invited for the below mentioned posts on Contract Basis for a period of 5 years initially with further extension based on review of performance till superannuation:-

SR. NO.	NAME OF THE POST & TRADE	PAY MATRIX	MAX. AGE IN YEARS AS ON 27.09.2022	NO. OF POSTS
1.	MANAGER (MAINTENANCE)	Rs.67700-208700, Level-11th	40	01(UR)
2.	MANAGER (H/T)	Rs.67700-208700, Level-11th	40	01(UR)
3.	MANAGER (DESIGN)	Rs.67700-208700, Level-11th	40	01(UR)
4.	MANAGER (MARKETING)	Rs.67700-208700, Level-11th	40	01(UR)
5.	ASST MANAGER (ADMIN & ACCOUNTS)	Rs.56100-177500, Level-10th	35	01(UR)
6.	PURCHASE OFFICER	Rs.35400-112400, Level-06th	32	01(UR)
7.	STORES OFFICER	Rs.35400-112400, Level-06th	32	01(UR)
8.	ENGINEER (PRODUCTION)	Rs.35400-112400, Level-06th	32	01(UR)
9.	ENGINEER	Rs.35400-112400, Level-06th	32	01(UR) & 01(OBC) Electronics / Electrical, 02(UR)& 01(SC) Mechanical
10.	SR. TECHNICIAN (PRODUCTION)	Rs.29200-92300, Level-05th	30	01(UR) Electronics / Electrical, 01(UR) Mechanical
11.	SR. TECHNICIAN MAINTENANCE (ELECT+MECH)	Rs.29200-92300, Level-05th	30	01(UR) Electronics / Electrical, 01(UR) Mechanical

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-MANAGER (MAINTENANCE)**

**Qualification : Essential :** Degree in Engineering (Mechanical/Production/Electrical/Electronics/Mechatronics/Automobile) or equivalent from recognized University/Institution. **Desirable :** PG in Engineering (Mechanical/Production/Electrical/Electronics/Mechatronics) or equivalent from recognised Institution.

**Experience : Essential :** 5 years experience in Maintenance Department of a Tool room/reputed Engineering Industry out of which 3 years in responsible position. **Preferable :** Practical experience in preventive maintenance of sophisticated Tool Room including CNC machines. Experience in use of computerized maintenance system and operation of CNC machines.

### **SR. NO.2-MANAGER (H/T)**

**Qualification : Essential :** Degree in Engineering (Metallurgy/Mechanical) or equivalent from recognized University/Institution. **Desirable:** PG/PG Diploma in Metallurgy or equivalent.

**Experience : Essential :** 5 years' Experience in Heat Treatment of Engineering Products including Tool steels in reputed Engineering Industry/Institute. **Preferable :** Experience in use of Vacuum Heat Treatment of Engineering Products. Knowledge in material testing equipment.

### **SR. NO.3-MANAGER (DESIGN)**

**Qualification : Essential :** Degree in Engineering (Mechanical/Production/Mfg. Technology/Mechatronics/Automobile) or equivalent from recognized University/Institution. **Desirable :** PG/PG Diploma in Tool Design/Tool Production/Management / Masters in Design or equivalent from Recognized Institution.

**Experience : Essential :** 5 years in Production/Design Department of Tool Room/reputed Engineering Industry/Organization out of which 3 years in responsible Technical/Management position. **Preferable :** Experience in Design of Tool, Moulds and Press Tools etc. Experience in use of CAD/CAM/CAE/CNC Technology for Tool Design and/or Production. Experience in AR/VR/AI.

### **SR. NO.4-MANAGER (MARKETING)**

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

**Experience : Essential :** 5 years' experience in Marketing of Engg. Products/Training Deptt./Production/Design Deptt. 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.5-ASSISTANT MANAGER (ADMIN AND 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/Personnel/Accounts in a reputed manufacturing/ Govt. organization. Should be conversant with Govt. Rules & Regulations on the subject. Experience in Computer Application/ MS Office/Accounting Software. **Preferable :** Experience in using ERP packages/GST complaint Accounting Software.

### **SR. NO.6-PURCHASE OFFICER**

**Qualification : Essential :** Degree in Commerce from recognized University. **Desirable :** PG in Commerce/Diploma in Material Management/ERP/MBA.

**Experience : Essential :** 3 years' experience in Material Management, purchase order processing, Inventory Management, Bill of materials/Vendor Development etc. **Preferable :** Experience in Store Accounting, Budgeting and Taxation/Export/Import documentation/Computerized Accounting/ERP/Inventory Control of item used in Tool Production/Engineering Industry.

### **SR. NO.7-STORES OFFICER**

**Qualification : Essential :** Degree in Commerce from a recognised University. **Desirable :** Post Graduate in Commerce/ Diploma in Material Management.

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

#### **SR. NO.8-ENGINEER (PRODUCTION)**

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

**Experience : Essential :** Nil. **Preferable :** Experience in Tool Production involving CAD/CAM/CNC Technology.

#### **SR. NO.9.1 -ENGINEER ( Electronics / Electrical )**

**Qualification : Essential :** Degree in Engineering (Electrical / Electronics / Mechatronics) or equivalent from recognized University/Institution. **Desirable :** PG/PGD in VLSI/Embedded System/ Mechatronics from recognized Institution.

**Experience : Essential :** Nil. **Preferable :** Experience in CNC machines/VLSI/Embedded System/Mechatronics.

#### **SR. NO.9.2-ENGINEER ( Mechanical )**

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

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

#### **SR.NO.10.1-SENIOR TECHNICIAN (PRODUCTION) ( Electronics / Electrical )**

**Qualification : Essential :** Diploma in Electrical / Electronics /Mechatronics **Desirable :** Certificates course in VLSI/Embedded System/Automation/Mechatronics from recognized Institution.

**Experience : Essential :** 2years' Experience in reputed Tool Room/Industrial Establishment. Experience in VLSI/Embedded System/Mechatronics. **Preferable :** Experience in CNC machines/Maintenance of CNC machines.

#### **SR.NO.10.2-SENIOR TECHNICIAN (PRODUCTION) ( Mechanical )**

**Qualification : Essential :** Diploma in Mechanical/Production/Mechatronics with post Diploma in Tool Design/CAD/CAM or Diploma in Tool & Die Making. **Desirable :** Certificates course in CAD/CAM/CNC/Automation/Mechatronics from recognized Institution.

**Experience : Essential :** 2years' Experience as a Tool making in reputed Tool Room/Industrial Establishment with exposure to CNC Program/Planning and Machinery/Tool Tryout, Assembly/Quality Control/Critical Machining, Heat Treatment. Experience in Mechatronics. **Preferable :** Experience in operation, Programming CNC machines/Maintenance of CNC machines.

#### **SR.NO.11.1-SENIOR TECHNICIAN MAINTENANCE ( Electronics / Electrical )**

**Qualification : Essential :** Diploma in Electrical/Electronics/Mechatronics. **Desirable :** Certificates course in VLSI/Embedded System/Automation/Mechatronics from recognized Institution.

**Experience : Essential :** 2years' Experience in reputed Tool Room/Industrial Establishment. Experience in VLSI/Embedded System/Mechatronics. **Preferable :** Experience in CNC machines/Maintenance of CNC machines.

#### **SR.NO.11.2-SENIOR TECHNICIAN MAINTENANCE ( Mechanical )**

**Qualification : Essential :** Diploma in Mechanical/Production/Mechatronics Engineering with post Diploma in Tool Design/CAD/CAM or Diploma in Tool & Die Making. **Desirable :** Certificates course in CAD/CAM/CNC /Automation/Mechatronics from recognized Institution.

**Experience : Essential :** 2years' Experience as a Tool making in reputed Tool Room/Industrial Establishment with exposure to CNC Program/Planning and Machinery/Tool Tryout, Assembly/Quality Control/Critical Machining, Heat Treatment. Experience in Mechatronics. **Preferable :** Experience in operation, Programming CNC machines/Maintenance of CNC machines.

Application must reach to **THE DEPUTY GENERAL MANAGER, MSME TECHNOLOGY CENTRE, ROHTAK, Plot No.10&11, Sector 30 B, IMT, Rohtak 124021, Haryana** latest be **27.09.2022**. Late applications will be summarily rejected. MSME

Technology Centre, Rohtak reserves the right to reject any application, increase or decrease number of posts without assigning any reason thereof.

**PERKS & ALLOWANCES:** These posts besides pay band carry attractive fringe benefits such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, PF, Gratuity, Group Insurance, Medical Reimbursement facility, etc.

**HOW TO APPLY :** The Interested Candidates should send their bio data as per the format available at website [www.msmetrohtak.org](http://www.msmetrohtak.org) along with self attested copies of certificates for the above post(s). Single format shall be used for applying for Single post only. In case applying for more than one post then separate format/form to be used. The candidates 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**. The centre reserves the right to short list and call limited number of candidates for test/interview.



**11. Educational & Professional Qualifications: Matriculation/SSLC onwards**

Examination Passed	Name of the Institute/ University	Subjects studied in detail	Date, Month & year of passing	%age of Aggregate Marks

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

Name of the Company / employer(s) etc. & the nature of activities carried out.	Designation	Period of service		Length of service		Nature of duties performed in detail	CTC / Salary	Remarks (reason for Leaving service)
		From	To	Year	months			

**13. Languages known: (Mark "✓" in the appropriate box)**

Sr. No.	Language	Read	Write	Speak

14. **Registration No., if registered with Employment Exchange:** \_\_\_\_\_

15. **Is any disciplinary / vigilance enquiry pending / contemplated against you?** \_\_\_\_\_

16. **Any other information:** \_\_\_\_\_

I.....hereby 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 Haryana and Courts/Tribunals/Forums at Haryana 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 MSME Technology Centre, Rohtak.

**Place:**

**Date:**

**Signature of the Candidate**

*NOTE : Use separate sheet for qualification and experience if required*