



केंद्रीय टूल रूम
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
 ए-5, फेस-व, फोकल पॉइंट, लुधियाना - 141010
 फ़ोन नंबर: 2670057-58, वेबसाइट: www.ctrludhiana.org;



आवश्यकता

भारत सरकार के सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय के अधीन स्थापित किए गए केंद्रीय टूल रूम, लुधियाना में निम्नलिखित पदों के लिए अनुबंध के आधार पर आवेदन आमंत्रित हैं:

1. **अभियान्ता:** वेतन मैट्रिक्स का 6वां स्तर (मूल वेतन-रु.35,400/-) और अतिरिक्त भत्ते:-

क्र.सं.	पद	ट्रेड	आरक्षित	योग्यता	अनुभव	उम्र
1	02	यांत्रिक	अनारक्षित	किसी मान्यता प्राप्त संस्थान से यांत्रिकी अभियांत्रिकी / टूल एंड डाई मेकिंग / उत्पादन में स्नातक / डिप्लोमा हो।	स्नातक प्राप्त के लिए कोई अनुभव नहीं और डिप्लोमा प्राप्त के लिये टूल रूम / मान्यता प्राप्त तकनीकी प्रशिक्षण संस्थान से 2 वर्ष का अनुभव हो।	30 वर्ष
2	01	इलेक्ट्रॉनिक / इलेक्ट्रिकल इंजीनियरिंग	अनारक्षित	किसी मान्यता प्राप्त संस्थान से इलेक्ट्रॉनिक/इलेक्ट्रिकल इंजीनियरिंग में स्नातक / डिप्लोमा हो।		

2. **सहायक लेखा अधिकारी:** 01 पद (अनारक्षित) - वेतन मैट्रिक्स का 6वां स्तर (मूल वेतन-रु.35,400/-) और अतिरिक्त भत्ते। **योग्यता:** मान्यता प्राप्त विश्वविद्यालय से वाणिज्य में स्नातक। **अनुभव:** किसी प्रतिष्ठित संगठन के लेखा विभाग में 5 साल का अनुभव हो। **अधिकतम आयु:** 35 वर्ष।

3. **सहायक क्रय अधिकारी:** 01 पद (अनारक्षित) - वेतन मैट्रिक्स का 6वां स्तर (मूल वेतन-रु.35,400/-) और अतिरिक्त भत्ते। **योग्यता:** मान्यता प्राप्त विश्वविद्यालय से स्नातक/यांत्रिकी/उत्पादन अभियांत्रिकी में डिप्लोमा हो। **अनुभव:** किसी प्रतिष्ठित संगठन के क्रय विभाग में 5 साल का अनुभव हो। **अधिकतम आयु:** 35 वर्ष।

4. **तकनीशियन ग्रेड-III:** वेतन मैट्रिक्स का 2वां स्तर (मूल वेतन-रु.19,900/-) और अतिरिक्त भत्ते:-

क्र.सं.	पद	ट्रेड	आरक्षित	योग्यता	अनुभव	उम्र
1	03	यांत्रिक	अनारक्षित -01, अ.पि.व. - 01, अ.ज. - 01	किसी मान्यता प्राप्त बोर्ड/संस्थान से मैट्रिक के साथ टर्नर / मिलर / ग्राइंडर / मशीनिस्ट / टूल और डाई मेकिंग में आई.टी.आई. हो।	किसी प्रतिष्ठित टूल रूम / औद्योगिक संस्थान में कम से कम एक वर्ष का प्रायोगिक अनुभव हो।	30 वर्ष
2	01	इलेक्ट्रॉनिक	अन्य पिछड़ा वर्ग	किसी मान्यता प्राप्त बोर्ड/संस्थान से मैट्रिक के साथ इलेक्ट्रॉनिक में आई.टी.आई. हो।		
3	01	उष्मा उपचार	अनारक्षित	किसी मान्यता प्राप्त बोर्ड/संस्थान से मैट्रिक के साथ SIDO टूल रूम से उष्मा उपचार में 2 साल का सर्टिफिकेट कोर्स हो।		

5. **निम्न श्रेणी लिपिक:** 03 पद (अनारक्षित) - वेतन मैट्रिक्स का 2वां स्तर (मूल वेतन-रु.19,900/-) और अतिरिक्त भत्ते। **योग्यता:** अंग्रेजी टाइपिंग की गति 30 शब्द प्रति मिनट के साथ किसी मान्यता प्राप्त विश्वविद्यालय / संस्थान से किसी भी विषय में स्नातक हो। **अनुभव:** किसी प्रतिष्ठित संगठन के लेखा / स्टोर / प्रशासन विभाग में 3 वर्ष का अनुभव हो। **अधिकतम आयु:** 30 वर्ष।

आयु संबंधी छूट अनुसूचित जाति / अनुसूचित जनजाति / आंतरिक उम्मीदवारों के लिए 5 साल तक की और अन्य पिछड़ा वर्ग उम्मीदवारों के लिए 3 साल है। उपरोक्त पदों के लिए आवेदन पत्र, योग्यता और अनुभव का विवरण और अन्य शर्तें के.टू.रु. की वेबसाइट से डाउनलोड की जा सकती हैं (<http://www.ctrludhiana.org>)। आवेदन जमा करने की अंतिम तिथि (निर्धारित प्रारूप के अनुसार) दिनांक 06.06.2023 को शाम 05.30 बजे तक है। देर से आए आवेदनों को खारिज कर दिया जाएगा।

महाप्रबंधक



CENTRAL TOOL ROOM

Ministry of Micro, Small & Medium Enterprises

A-5, Focal Point LUDHIANA – 141 010
Ph. No. : 2670057-58, website: www.ctrludhiana.org



REQUIRES

Central Tool Room set up by the Government of India, under Ministry of MSME intends to add the following personnel:-

01. **Engineer** in the 6th Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances:

S N	Posts	Trade	Reserved for	Qualification	Experience	Age
1	02	Mechanical	Un-reserved	Degree/Diploma in Mech. Engg./Tool & Die Making/ Production from a recognized institute	Nil for degree and 2 years for Diploma holders in Tool Room/recognized technical Training institution.	30 Years
2	01	Electronic/ Electrical Engineering	Un-reserved	Degree/Diploma in Electronic/Elect. Engg./ Instrument Technology from a recognized institute		

02. **Assistant Accounts Officer:** 01 Post (Un-reserved) in the 6th Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances. **Qualification:** Degree in Commerce. **Experience:** 05 years in-line experience in a reputed organization. **Maximum Age:** 35 years.

03. **Assistant Purchase Officer:** 01 Post (Un-reserved) in the 6th Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances. **Qualification:** Degree from the recognized university / Diploma in Mech. Engg./ Prod. Engg. **Experience:** 05 years in-line experience in a reputed organization. **Maximum Age:** 35 years.

04. **Technician Grade – III** in the 2nd Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances:

S N	Posts	Trade	Reserved for	Qualification	Experience	Age
1	03	Mechanical	UR-01, OBC-01, SC-01	Matriculation from recognized Board/Institution with I.T.I in Turner / Miller / Grinder / Machinist / Miller Right Fitter / Tool & Die making from recognized institute.	One Year practical experience in reputed Tool Rooms/Industrial Institutes.	30 Years
2	01	Electronic	OBC	Matriculation from recognized Board/Institution with I.T.I in Electronic from recognized institute		
3	01	Heat Treatment	Un-reserved	Matriculation from recognized Board / Institution with 2 year certificate course in Heat Treatment from SIDO Tool Room		

05. **Lower Division Clerk:** Three Posts (Un-reserved) in the 2nd Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. **Qualification:** Graduate in any discipline from a recognized University/Institution or equivalent with English typing speed of 30 w.p.m. **Experience:** 3 Year experience in Accounts / Store /Administration in a reputed organization. **Maximum Age:** 30 years.

Age relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC. Application form, details of qualification & experience and other conditions for the above posts can be downloaded from CTR website (<https://www.ctrludhiana.org/>). Last date of submission of application (as per prescribed format) by **06.06.2023** till **05.30 PM**. Late applications will be summarily rejected.

GENERAL MANAGER

CENTRAL TOOL ROOM
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA
A-5, FOCAL POINT,
LUDHIANA – 141 010

DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF ENGINEER

Engineer in the 6th Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances:

No. of Posts	02	01
Trade	Mechanical	Electronic/ Electrical Engineering
Reserved for	Un-reserved	Un-reserved
Qualification	Essential: Degree/Diploma in Mech. Engg./Tool & Die Making/ Production from a recognized institute	Essential: Degree/Diploma in Electronic/Elect. Engg./ Instrument Technology from a recognized institute
	Desirable: PG Diploma in Tool Design/Production/CAD/CAM or equivalent from recognized university/institution	Desirable: PG Diploma in Tool Design/Production/CAD/CAM or equivalent from recognized university/institution
Experience	Essential: Nil for degree and 2 years for Diploma holders in Tool Room/recognized technical Training institution	
	Desirable: Practical experience in operating machines in tool production involving CAD/CAM/CNC Technology	Desirable: Practical experience in operating machines in tool production involving CAD/CAM/CNC Technology / Operations in PLC Programming / Robotics / CNC Maintenance

Maximum Age: 30 years as on 06.06.2023. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC.

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.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023 till 05.30 PM**.

GENERAL MANAGER

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST
OF ASSISTANT ACCOUNTS OFFICER**

Assistant Accounts Officer: 01 Post (Un-reserved) in the 6th Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances. Maximum Age: 35 years as on **06.06.2023**. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC

Educational Qualifications:

Essential	Degree in Commerce
Desirable	Post Graduate diploma in Business Management / Material Management.

Experience:

Essential	5 Years in-line experience in a reputed organization.
Desirable	Practical experience in Store Accounting, Budgeting and Taxation. Experience in Computers for general/Store accounting, cost accounting. Experience in Inventory control of items used in Tool Production Engineering Industry. Experience in computerized inventory control.

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.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Phase – V, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023** till **05.30 PM**.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF
ASSISTANT PURCHASE OFFICER**

Assistant Purchase Officer: 01 Post (Un-reserved) in the 6th Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances. Maximum Age: 35 years as on **06.06.2023**. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC

Educational Qualifications:

Essential Degree from the recognized university/Diploma in Mech. Engg./ Prod/ Engg.

Desirable Diploma in Material Management / Post Graduate in Commerce.

Experience:

Essential 5 Years in-line experience in a reputed organization.

Desirable Practical experience in Store Accounting, Budgeting and Taxation. Experience in Computers for general/Store accounting, cost accounting. Experience in Inventory control of items used in Tool Production Engineering Industry. Experience in computerized inventory control.

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.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Phase – V, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023** till **05.30 PM**.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF
TECHNICIAN GRADE - III**

Technician Grade – III in 2nd Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances.

No. of Posts	03	01	01
Trade	Mechanical	Heat Treatment	Electronic
Reserved for	(UR-01, OBC-01, SC-01)	Un-reserved	OBC
Qualification	Essential: Matriculation from recognized Board/ Institution with I.T.I in Turner / Miller / Grinder / Machinist / Miller Right Fitter / Tool & Die making from recognized institute	Essential: Matriculation from recognized Board/ Institution with 02 years certificate course in Heat Treatment from SIDO Tool Room.	Essential: Matriculation from recognized Board/ Institution with I.T.I in Electronic from recognized institute
	Desirable: Certificate course in CAD/CAM/CNC		Desirable: Training in electrical / electronic maintenance of machine tools
Experience	Essential: One Year practical experience in reputed Tool Rooms/Industrial Institutes		
	Desirable: Operations in Tool Design / Manufacturing / CAD / CAM / CNC Machining / Heat Treatment / Welding	Desirable: Operations in PLC Programming / Robotics / CNC Maintenance	

Maximum Age: 30 years as on 06.06.2023. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC.

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.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Phase – V, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023 till 05.30 PM**.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST
OF LOWER DIVISION CLERK**

Lower Division Clerk: 03 Posts (Un-reserved) in 2nd Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. Maximum Age: 30 years as on **06.06.2023**. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC.

Educational Qualifications:

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

Desirable: Knowledge in computer working.

EXPERIENCE:

Essential: 03 Year experience in Accounts / Store /Administration in a reputed organization.

Desirable: EPF, ESI, Factory Act compliance and Oral/Writing proficiency in English/Hindi/Punjabi.

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.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Phase – V, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023** till **05.30 PM**.

GENERAL MANAGER