

INDO-DANISH TOOL ROOM
(Ministry of MSME, Govt. of India)
M-4 (Part), Phase-VI, Tata-Kandra Main Road,
P. O. Gamharia, Jamshedpur – 832108.
Tel: 0657-2201261/ 62, Fax: (0657) 2202723
E-mail: reach@idtrjamshedpur.com, **Website:** www.idtr.gov.in

REQUIRES

SL	Name of the post	No. of Post & reservation	Pay Scale (PB + GP)
01	Manager (Administration & Accounts)	01 (UR)	Rs.15600-39100+6600
02	Sr. Engineer (Production)	01 (OBC)	Rs.15600-39100+5400
03	Engineer (Training)	01 (UR)	Rs.9300-34800+4200
04	Personal Assistant Gr. II	01(UR)	Rs.5200-20200+2400

All the above posts are on 5 years contract basis and selected candidates will be posted at TRTC, Patna. For further details and application format, please visit our website: www.idtr.gov.in & www.patna.idtr.gov.in The duly filled application in all respect along with self attested photo copies of certificates and bank draft of Rs. 100/- drawn on any Nationalised bank in favour of “Indo Danish Tool Room”, payable at Jamshedpur, should reach us within 30 days from the date of advertisement.

1. Manager (Administration & Accounts) on Five years contract basis

01 No. (UR)

Essential Qualification : Graduate from the recognized University/Institute with degree in law/PGDBM from a recognized institution.

Desirable Qualification : P.G. in Commerce from a recognized institute. Should have passed final examination of CA/ICWA/SAS.

.Essential Experience: 6 years experience in Administration/Accounts/Personnel Deptt of a reputed manufacturing organization.

Preferable Experience: Practical experience in Personnel Management/ Administration including career planning and Law etc. Experience in Computer Application. Experience in HRD, Manpower Planning etc.

Pay Scale: Rs. 15600 – 39100 + 6600 – PB – 3 (CDA) (Gross Salary – Rs. 71,165/- approx).

Max Age: The maximum age of the candidates should not be more than 40 years as on 12.07.2017(Relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC).

2. Sr. Engineer (Production) on Five years contract basis- 1 No.(OBC)

Essential Qualification : Degree / Diploma in Mechanical / Production Engineering or Diploma in Tool & Die Making from a recognized University / Institute.

Desirable Qualification : Post Graduate Diploma in Tool Design CAD – CAM or Equivalent from recognized institution.

Essential Experience: 3 years for Degree holders and 5 years for Diploma holders. Practical experience in Tool Production.

Preferable Experience: Practical experience in use of CAD/CAM for Tool Design & Programming of CNC machines. Practical experience of working on CNC Machines.

Pay Scale: Rs. 15600 – 39100 + 5400 – PB – 3 (CDA) (Gross Salary – Rs. 59,601/- approx).

Max Age: The maximum age of the candidates should not be more than 35 years as on 12.07.2017(Relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC).

3. Engineer (Training) on Five years contract basis - 1 No.(UR)

Essential Qualification : Degree / Diploma in Mechanical / Production/Electrical/Electronics Engineering or Diploma in Tool & Die Making from a recognized University / Institute.

Desirable Qualification : Post Graduate Diploma in Tool Design or CAD – CAM or Tool Engineering from recognized institution

Essential Experience: Nil for Graduate Engineers and 2 years for Diploma holders in Tool Room/ recognized technical training institution.

Preferable Experience: Practical experience in operating machines in Tool Production including CNC machines.

Pay Scale: Rs. 9300-34800 + 4200 – PB – 2 (CDA) (Gross Salary – Rs.37,775/- approx).

Max Age: The maximum age of the candidates should not be more than 30 years as on 12.07.2017(Relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC

4. Personal Assistant Grade- II on Five years contract basis – 01 (UR)

Essential Qualification : Degree from a recognized University. Knowledge English Shorthand/Typing at a speed of 100/40 W.P.M and knowledge of Computer Applications.

Desirable Qualification :

Essential Experience: 2 years on-line experience in a reputed organization.

Preferable Experience: Experience in English/Hindi Typing. Experience in use of Word Processing/Computers.

Pay Scale: Rs. 5200-20200 + 2400 – PB – 1 (CDA) (Gross Salary – Rs. 27,289/- approx).

Max Age: The maximum age of the candidates should not be more than 30 years as on 12.07.2017(Relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC).

Resume (Application Format)

1. Post Applied For :
2. Name of the applicant :
3. Father's Name :
4. Correspondence Address :
5. Permanent Address :
6. Contact Mobile No. :
7. E-mail address :
8. Date of Birth :
9. Age as on
10. Category(UR/OBC/SC/ST) :
11. Educational Qualification :

Academic

Exam. Passed	School/Board/University	Subjects	Year	% of marks/ Grade/CGPA

Technical

Exam./Diploma/ Degree etc.	Institute	Subject	Period		Total Duration	% of Marks/ Grade/CGPA

12. Experience

Organisation served	Post Held	Period		Last Salary drawn	Reason of leaving
		From	To		

13. Bank draft No. and Date:

14. Additional information, if any, which you would like to mention in support of your suitability for the post, enclose a separate sheet, if space is insufficient.

I, hereby, declare that the above information given above is correct to the best of my knowledge and belief. In case any information is found false/doubtful before or after selection, my candidature may be cancelled and suitable action can be taken against me.

Place:

Date:

Name & Signature of applicant