

AD-HOC RECRUITMENT NOTICE

Sr. No	Name of the post	Experience	Maximum age as on 28 Feb 2025	No of Posts Proposed
1.	Technician Maintenance (Electrical / Mechanical)	2 - 5 Years	35 Years	02
2.	Trainee Engineer (Electronics / Mechanical)	0 - 3 Years	30 Years	02
3.	Accountant / Administrator	3 - 5 Years	35 Years	01
4.	Marketing Executive (On Assignment basis)	3 - 5 Years	45 Years	01

SR. NO .01 – TECHNICIAN (MAINTENANCE)

EDUCATIONAL QUALIFICATION

Essential: 12th / ITI / Diploma (Mechanical / Electronics / Electrical) or equivalent from a recognized University/ Institution.

Desirable: Degree/ Post-graduation Degree (Mechanical / Electronics / Electrical) or equivalent from a recognized University/ Institution.

EXPERIENCE

Essential: 02 – 05 Years of experience in Maintenance of CNC Machine / Electronic / Electrical Instruments of Tool Room/ ESDM Industry. Experience in Quick repair of Mechanical/ Electrical / Electronic equipment.

Desirable: Conducting quality assessments/ scheduling repairs/ maintaining inventory/ developing preventative maintenance procedures & Quality Control for Mechanical / Electrical / Electronic Equipment's.

SR. NO 02 – TRAINEE ENGINEER (MECHANICAL/ELECTRICAL / ELECTRONICS)

EDUCATIONAL QUALIFICATION

Essential: B. E or Diploma (Mechanical /Electronics / Electrical) or equivalent from a recognized University / Institution. Certification course in CAD/ CAM/ CAE / Automation / VLSI / Advanced Embedded / Robotics or Equivalent.

Desirable: PG Degree / PG Diploma in (Tool Design & Manufacturing/Tool Engineering/ Production) / Masters in Design or equivalent from a recognized Institution.

EXPERIENCE

Essential: NIL.

Desirable: Maximum of 03 years' experience in Planning / Conducting Training / Seminars in the area of CAD /CAM/CAE / Tool & Die Making / Automation/VLSI / Embedded Systems.

SR. NO. 03 – ADMINISTRATOR/ACCOUNTANT

EDUCATIONAL QUALIFICATION:

Essential: Commerce Graduate or any Graduate (BBA / B.COM) or equivalent from a recognized University / Institute.

Desirable: Post Graduate Degree /MBA/M.com or equivalent from a recognized University/Institution.

EXPERIENCE

Essential: 03 - 05 years' experience in General Administration / Personnel Accounts / Law Department of an Educational Institute / Reputed Manufacturing Organization / Govt. Organization.

Desirable: Experience in recruitment and Office management procedures etc. Experience in the use of computers for administration / Computerized MIS/ Personnel Management.

SR. NO. 04 – MARKETING EXECUTIVE (ON ASSIGNMENT BASIS)

EDUCATIONAL QUALIFICATION:

Essential: Degree in (Mechanical/Electronics / Electronics and Telecommunication / Instrumentation / Mechatronics) or equivalent from a recognized university / Institution

Desirable: Post Graduate Degree (Mechanical / Electrical / Electronics / Electronics & Telecommunication / Instrumentation / Mechatronics / MBA) from a recognized university / Institution.

EXPERIENCE

Essential: 03 - 05 Years in Social Media Marketing & Google Ads, Website Development

Desirable: Experience in providing Technical Training / Design Expertise in Marketing/ Sales of Engineering product / Tools.

Eligible applicants are to send their Resume along with scanned copies of qualification Certificates and Aadhaar Card to the below mentioned email on or before 17 Mar 2025

Email: dgm@msmetcblr.org

Website: msmetcblr.org