



सत्यमेव जयते
OFFICE OF THE DEVELOPMENT COMMISSIONER
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA

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 ASSISTANT ADMN. OFFICER

Asstt. Admn. 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 **28.02.2019**. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

EDUCATIONAL QUALIFICATIONS :

Qualification

Essential	Degree from recognized university.
Desirable	Diploma in Personnel Management/Administration/Law.

Experience

Essential	5 years in-line experience in a reputed organization.
Desirable	Knowledge of Computer Applications.

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 attested copies of certificates / testimonials 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. The last date for applying the said post is 28.02.2019.

GENERAL MANAGER



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

Engineer: - 01 Post (Un-reserved) in the 6th Level of Pay Matrix (Basic Pay-Rs.35,400/-) plus allowances. Maximum Age:30 years as on **28.02.2019**. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

EDUCATIONAL QUALIFICATIONS :

Qualification

Essential	Degree/Diploma in Mech. Engg./Tool & Die Making/ Production from a recognized institute.
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.

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 attested copies of certificates / testimonials 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. The last date for applying the said post is 28.02.2019.

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

Lower Division Clerk: 02 Posts (General-01, ST-01) in 2nd Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. Maximum Age: 30 years as on **28.02.2019**. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

EDUCATIONAL QUALIFICATIONS :

Qualification

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: 3 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 attested copies of certificates / testimonials 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. The last date for applying the said post is 28.02.2019.

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

Technician Grade - III: 04 Posts (ST-01, SC-01, OBC-01, General-01) in 2nd Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. Maximum Age:30 years as on **28.02.2019**. Relaxable for 5 years for SC/ST/internal candidates and 3 years for OBC.

EDUCATIONAL QUALIFICATIONS :

Qualification

Essential: Matriculation from a recognized Board / Institution with I.T.I. in Turner/Miller/Grinder/Machinist/Tool & Die making from a recognized institute.

Desirable: Certificate course in CAD/CAM/CNC.

Experience:

Essential: 01 year practical experience in reputed Tool Room / industrial Institutes/
One year in Maintenance of plant & machinery preferably in precision engineering Industry/Candidate who have worked as Artisan Trainee for a period of two year in CTR after I.T.I. with Apprenticeship.

Desirable: Operations in CNC Milling.

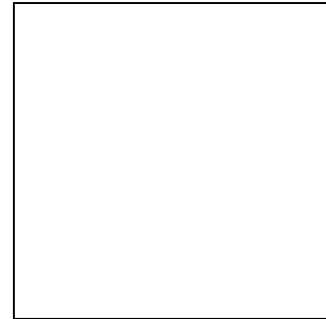
The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with attested copies of certificates / testimonials 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. The last date for applying the said post is 28.02.2019.

GENERAL MANAGER

APPLICATION FORM

CENTRAL TOOL ROOM
 A Government of India Society
 A-5, Focal Point, Ludhiana – 141 010.
 Ph. No. : 0161-2670057-2670059
 Website: www.ctrludhiana.com
 E-mail: info@ctrludhiana.com



Name of the post applied for

1.	Name (in Block letters)	:	
2.	Date of Birth	:	
3.	Father's Name	:	
4.	Father's Occupation	:	
5.	Father's Address (Last address, if dead)	:	
6.	Complete Postal Address (Present)	:	
7.	Permanent Address	:	
8.	Phone No./ Mobile No.	:	
9.	E- mail ID:	:	
10.	Nationality	:	
11.	Religion	:	

12. Educational Qualifications (Matriculation onward):

Sr. No.	Examination	Year of Passing	Name of the University/Board	Subjects of study	Class or division	% of Marks

* Attach self-attested copies of testimonials in support of your qualification.

13. Experience (in chronological order)

S. No.	Name of the employer	Period		Designation & Nature of duties	Pay scale / Total Salary	Reason for leaving
		From	To			

* Attach self-attested copies of certificates in support of your experience.

14.	Languages	:	Speak	Read	Write
	i.				
	ii.				
	iii.				
15.	Extra-Curricular Activities	:			
16.	Any specialized training / course attended	:			
17.	Marital status	:			
18.	Whether belongs to SC / ST / OBC / Ex-serviceman / handicapped (if so, give details and enclose copy)	:			
19.	Is any disciplinary / vigilance enquiry pending / contemplated against you?	:			
20.	Have you any objection to make reference to your employer?	:			
21.	Minimum joining time required	:			
22.	Any other information which you wish to be recorded may be mentioned in this column.	:			
23.	Name of two responsible references (not relatives)				
	i. Name : _____ Position : _____ Address : _____ _____ _____		ii. Name : _____ Position : _____ Address : _____ _____ _____		

Dated

Signature of the applicant

Note:

- i. Use additional sheets wherever necessary.
- ii. Suppression of any relevant information or incomplete replies to the question.
- iii. In this application form will entail disqualification for appointment subsequently.
- iv. Attach copy of testimonials in support of your qualification, experience.