



Ministry of Micro,  
Small and Medium  
Enterprises  
Govt. of India

# MSME - TOOL ROOM, KOLKATA (Central Tool Room & Training Centre)

Under Ministry of Micro, Small & Medium Enterprises, Govt. of India,  
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ISO 9001 : 2008  
OHSAS 18001:2007  
ISO 29990:2010  
CERTIFIED

## Walk-in-Interview

MSME Tool Room Kolkata needs the following personals purely on contractual basis for a period of 1 year, which is extendable based on performance. Candidates having required qualification can appear for Walk-in-Interview at the Centre as detailed below. Remuneration will be based on Qualification and experience. Candidates are requested to attend the interview along with Bio-Data and other relevant documents/ testimonials.

Sl. No	Post	Eligibility	Vacancy
1	<b>Assistant (Training)</b>	Graduate from recognized University. Knowledge in Computer Operating, Microsoft Office, Good communication skills in English, Bengali & Hindi. <b>Desirable:</b> 1-2 years experience in the field of Training & Admission related works, handling of various Training Web Portals/MIS related works preferably in Govt./Autonomous Bodies.	1
2	<b>Senior Assistant (Accounts)</b>	<b>Essential Qualifications and Experience:</b> 1. Passed full time M.Com from a Recognized University or CA Intermediate or ICWA Intermediate with atleast 55% marks in full time B.Com (Honours) from a Recognized University. 2. At least 3 years post qualification experience in finalization of accounts, TDS return filing, GST return filing, EPF, ESI and Professional Tax related compliances and should be well versed in Tally.ERP 9 and Microsoft Excel. <b>Desirable Qualification and Experience:</b> 1. Certificate/Diploma in Financial Accounting from a reputed institute, knowledge of government rules regulations, GFR 2017 etc and at least 1 year work experience in a manufacturing concern will be an added advantage.	1
3	<b>Faculty (Welding Lab.)</b>	ITI Welder, IIW . <b>Desirable:</b> One year experience & knowledge in TIG, MIG, ARC & Gas Welding.CAD / CAE Civil Software & Survey Instruments.	2
4	<b>Faculty (CAD/CAM – Mech.)</b>	Degree / Diploma in Mechanical Engineering or equivalent. <b>Preferable:</b> Master Certificate Course in CAD / CAM from reputed Tool Room <b>Experience:</b> Minimum 6 months Teaching experience in CAD/CAM	1
5	<b>Faculty (CAD/CAM – Civil)</b>	Degree / Diploma in Civil Engineering or equivalent. <b>Preferable:</b> Advanced Diploma Structural Design & Analysis Course in CAD / CAM from reputed Tool Room <b>Experience:</b> Minimum 6 months Teaching experience in CAD / CAE Civil Software & Survey Instruments.	2

**For Sl. No. 1 & 2, Walk-in-Interview will be held on 07.05.19 at 11.00 AM & for Sl. No. 3, 4 & 5, Walk-in-Interview will be held on 08.05.19 at 11.00 AM**