

**EXPRESSION OF INTEREST (EOI)**  
**FOR**  
**APPOINTMENT OF MOBILIZATION CONSULTANT**  
**FOR**  
**MSME TOOL ROOM KOLKATA**  
**(CENTRAL TOOL ROOM & TRAINING CENTRE)**  
**Bonhooghly Industrial Area, Kolkata-700108**

# 1. Details of Expression of Interest(EOI)

## Introduction:

MSME Tool Room Kolkata (Central Tool Room & Training Centre), an Autonomous Body under Ministry of MSME, GoI having its office situated at Bonhooghly Industrial Area, Kolkata 700108 (West Bengal) invites expression of interest (EOI) from eligible Candidates for engagement as Mobilization Consultant for One Year renewable upto three years subject to review of performance.

## Important Information regarding Expression of Interest (EOI):

1.	Publish Date on Institutes Website	12.01.2021
2.	Last Date of Submission of EOI	25.01.2021
3.	Date of opening of EOI	28.01.2021
4.	Address for submission of EOI	MSME Tool Room Kolkata (Central Tool Room & Training Centre) Bonhooghly Industrial Area, Kolkata 700108 (West Bengal)
5.	Fees for EOI	NIL
6.	Contact detail for any clarification	MSME Tool Room Kolkata (Central Tool Room & Training Centre) Email- <a href="mailto:cttc-msme@gov.in">cttc-msme@gov.in</a>
7.	Institute Website	<a href="http://www.msmetoolroomkolkata.com">www.msmetoolroomkolkata.com</a>

## **2. Eligibility Criteria for Appointment as Mobilization Consultant are as follows:**

- a) Person should be Degree/Diploma holders in engineering.
- b) Minimum Ten Years experience in Industry / Educational Institute.
- c) Maximum age limit 65 years.

### **Desirable:**

- a) Persons having contact with technical Institutes mainly in the North East Region.
- b) Persons having experience in Training and Placement.
- c) Persons having general concepts on engineering software's.

## **3. Scope of Work:**

- a) Visit to Technical Institute (Degree, Diploma, ITI) mainly in Tripura & Assam.
- b) Arranging Seminar / workshop in different technical Institute for MSME-TR, Kolkata.
- c) Mobilization of Candidates for our Short Term, Medium term & long Term courses.
- d) Reporting to MSME-TR Management periodically.

## **4. Mobilization Fees:**

Fees will be paid based on

- 1) Number of Candidates mobilized for ST (Short Term) Courses.
- 2) Number of Candidates for MT (Medium term) and LT (Long Term) Courses.

Rate i.e, Mobilization fees per candidate for both Sl. No. 1&2 will be decided based on the offer received and fulfillment of eligibility criteria.

## **5. Application Procedure:**

Eligible and interested candidates are requested to submit their applications in sealed envelope super scribing “APPLICATION AGAINST EOI FOR APPOINTMENT OF MOBILIZATION CONSULTANT “to the **General Manager, MSME Tool Room Kolkata** and to be sent at the Institute’s address given below either by registered post/speed post/courier and should reach on or before 3.00 PM on 25.01.2021.

**Address:**

**The General Manager,  
MSME Tool Room Kolkata  
(Central Tool Room & Training Centre)  
Bonhooghly Industrial Area  
Kolkata-700108  
West Bengal**

