



सत्यमेव जयते
Ministry of Micro, Small
and Medium Enterprises
Government of India

MSME- TOOL ROOM, KOLKATA

(Central Tool Room & Training Centre)

Under Ministry of MSME, 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 personnel purely on contractual basis for a period of 1 year for Training Department, which is extendable based on the performance. Candidates having required qualification can appear Walk-in-interview on given date and time at the centre. Remuneration will be based on the Qualification & Experience. Candidates are requested to attend the Interview along with Bio-data and other relevant documents/testimonials and last three months pay slips/Bank details where salary credited for last three months from the existing employer. The below mentioned position is for Training Department only.

PLACEMENT EXECUTIVE

1	Age	Maximum age 45 years.
2	Educational qualifications	Essential:- Diploma Engineering/ B.E./ B.Tech in Engineering/ Technology/ Graduate/ Post Graduate in any discipline. Desirable - Possessing MBA-HR from reputed Institution is an added value.
3	Experience	Minimum 6/7 years of proven experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in liaisons with various industries for placement, especially in IT/ITES/Electronics/Process Industries/Mechatronics fields.
4	Job Description	<ul style="list-style-type: none"> To look after day-to-day activities of placement. To have liaison with industries, Government and non-Government organization. To arrange for skill development training such as soft skills, communication, interview skill, inter personal skill etc., To create data base on Alumni and their present position To arrange for expert lectures by industry professional. To collect feedback from industries coming for placement To arrange workshop for entrepreneurship development. To develop Management Information System (MIS) on placement of passedout students and to create data base of recruiting industries and organization. Any other duties assigned by HOD –Training relevant to student.
5	Remuneration	Based on qualification and experience.
6	Duration of appointment	Initially, for One year and may be extendable depending upon the annual performance appraisal.
7	No of Vacancies	01 (ONE)

NOTE: -

- 1) Selection Process –Interview.
- 2) Walk-in interview will be held on **05.07.2023 at 11:00 AM.**
- 3) No TA/DA will be provided for appearing in the interview.
- 4) MSME Tool Room, Kolkata reserves the right to cancel fully/ partially the selections.