



MSME TECHNOLOGY CENTRE, KANPUR



Plot No. 119-121, Block-T, Fazalganj Industrial Estate,
Kanpur - 208012.

(A Govt. of India Society, Ministry of Micro, Small & Medium Enterprises)

रोजगार के अवसर

विभिन्न पदों के लिए

एमएसएमई टेक्नोलॉजी सेंटर कानपुर में

क्रम सं.	पदनाम	वेतन मैट्रिक्स	अधिकतम उम्र (साल)	पदों की संख्या
1	सहायक प्रबंधक (एडमिनिस्ट्रेशन और एकारंटेंट्स)	रु.56100 – 177500, लेवल-10	35	1 (यूआर)
2	परचेस ऑफिसर	रु.35400 – 112400, लेवल-6	32	1 (यूआर)
3	स्टोर्स ऑफिसर	रु.35400 – 112400, लेवल-6	32	1 (यूआर)
4	वरिष्ठ अभियंता (डिजाइन)	रु.44900 – 142400, लेवल-7	35	1 (यूआर)
5	वरिष्ठ अभियंता (प्रोडक्शन)	रु.44900 – 142400, लेवल-7	35	1 (यूआर)
6	वरिष्ठ अभियंता (मेंटेनेन्स)	रु.44900 – 142400, लेवल-7	35	1 (यूआर)
7	वरिष्ठ तकनीशियन	रु.29200 – 92300, लेवल-5	30	2 (यूआर)
8	वरिष्ठ तकनीशियन मेंटेनेन्स (इलेक्ट्रिकल)	रु.29200 – 92300, लेवल-5	30	1 (यूआर)
9	वरिष्ठ प्रबंधक (प्रशिक्षण)	रु.78800 – 209200, लेवल-12	45	1 (यूआर)
10	प्रबंधक (मैकेनिकल)	रु.67700 – 208700, लेवल-11	40	1 (यूआर)
11	वरिष्ठ अभियंता (प्रशिक्षण)	रु.44900 – 142400, लेवल-7	35	2 (यूआर)
12	वरिष्ठ अभियंता (प्रशिक्षण)	रु.44900 – 142400, लेवल-7	35	1 (यूआर)

* अनुसूचित जाति/अनुसूचित जनजाति/आंतरिक उम्मीदवारों के लिए 5 वर्ष और ओबीसी उम्मीदवारों के लिए 3 वर्ष की छूट। अधिकतम उम्र और अनुभव के लिए 26.09.2022 को कट ऑफ तिथि माना जाएगा।

आवश्यक योग्यता और अनुभव

भारत के नागरिकों से उपर्युक्त पदों के लिए शुरुआत में अनुबंध पर 5 साल की अवधि के लिए आवेदन आमंत्रित किए जाते हैं, जिसे प्रदर्शन की समीक्षा के आधार पर सेवानिवृत्ति तक, आगे बढ़ाया जाता है। योग्यता, अनुभव, आवेदन प्रपत्र आदि के विवरण के लिए कृपया www.idtr.gov.in, www.msmetckanpur.org देखें।

आवेदन जमा करने की अंतिम तिथि (निर्धारित प्रारूप के अनुसार) 26.09.2022 (सोमवार) तक नीचे दिए गए पते पर शाम 05:00 बजे तक है।

प्रबंध निदेशक, इंडो डेनिश टूल रूम, जमशेदपुर, एम-4 (पार्ट), फेज-VI, टाटा कांझा रोड, पीओ -गम्हरिया, जमशेदपुर - 832108

Managing Director, IDTR Jamshedpur



MSME TECHNOLOGY CENTRE, KANPUR



Plot No. 119-121, Block-T, Fazalganj Industrial Estate,
Kanpur - 208012.

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EMPLOYMENT OPPORTUNITIES for Various Posts at MSME TECHNOLOGY CENTRE KANPUR

Sl. No.	Name of the Post	Pay Matrix	Max. Age (Years)*	No. of Posts
1	Assistant Manager (Admn. & Accts.)	Rs. 56100 - 177500, Level-10	35	1 (UR)
2	Purchase Officer	Rs. 35400 - 112400, Level-6	32	1 (UR)
3	Stores Officer	Rs. 35400 - 112400, Level-6	32	1 (UR)
4	Senior Engineer (Design)	Rs. 44900 - 142400, Level-7	35	1 (UR)
5	Senior Engineer (Production)	Rs. 44900 - 142400, Level-7	35	1 (UR)
6	Senior Engineer (Maintenance)	Rs. 44900 - 142400, Level-7	35	1 (UR)
7	Senior Technician	Rs. 29200 - 92300, Level-5	30	2 (UR)
8	Senior Technician Maintenance (Elect.)	Rs. 29200 - 92300, Level-5	30	1 (UR)
9	Senior Manager (Training)	Rs. 78800 - 209200, Level-12	45	1 (UR)
10	Manager (Mechanical)	Rs. 67700 - 208700, Level-11	40	1 (UR)
11	Senior Engineer (Training)	Rs. 44900 - 142400, Level-7	35	2 (UR)
12	Senior Engineer (Training)	Rs. 44900 - 142400, Level-7	35	1 (UR)

*5 years relaxation for SC/ST/Internal Candidates & 3 years for OBC candidates. 26.09.2022 will be considered as the cut off date for Max. Age & Experience.

REQUIRED QUALIFICATION AND EXPERIENCE

Applications are invited from Citizens of India for the above mentioned posts on contract for a period of 5 years initially with further extension based on review of performance, till superannuation. For details of Qualification, Experience, Application Proforma, etc. please visit www.idtr.gov.in, www.msmetkanpur.org.

Last date for submission of application (as per prescribed format) by 26.09.2022 (Monday) till 05:00 PM at the address mentioned below:

The Managing Director, Indo Danish Tool Room, Jamshedpur, M-4 (Part), Phase-VI, Tata Kandra Road, PO - Gamharia, Jamshedpur - 832108.

Managing Director, IDTR Jamshedpur

The Ministry of Micro, Small and Medium Enterprises runs a network of 18 Technology Centres / Tool Rooms (TC) in various parts of India such as Aurangabad, Bhubaneswar, Ahmadabad, Hyderabad, Indore, Jamshedpur, Kolkata, Ludhiana, Jalandhar, Guwahati etc. These TCs are registered as Autonomous Bodies and are Centres of Excellence for training, tooling and die making and consulting across a range of Industry sectors such as Automotive, Aerospace, Plastics and General Engineering, etc. They use latest CAD software packages, advanced precision CNC machining and heat treatment facilities, rapid prototyping, ESDM calibration, Testing facilities, Incubation, Consultancy facilities and provide long term and short term training in related subjects to approx 1.50 lakh persons in a year, apart from providing support to 36000 MSMEs. The TCs are building advanced capabilities in the fields of AI, AR, VR, metal 3D printing, SAP B1, e-mobility, Advanced manufacturing technologies, solar sector etc.

In addition to above, the Ministry of MSME is implementing TECHNOLOGY CENTRE SYSTEMS PROGRAM (TCSP) - a \$400Mn World Bank assisted project to establish 15 New Technology Centres and upgrade existing 18 Technology Centres. Under this program, the upcoming Technology Centres would be equipped with multiple cutting edge manufacturing technologies, such as CNC Machine tools, 3D Manufacturing/ Additive Manufacturing, Advanced Joining Technologies, Water Jet/Laser/ Ultrasonic machining, Robotics and Process Automation, Precision measurement/Metrology equipment, for General Engineering and Automotive Sector, state-of-the art Electronics Manufacturing Facilities, Calibration and Testing Facilities for Electronic System Design and Manufacturing (ESDM) Sector, Flavor & Fragrance etc. One such TC is the MSME Technology Centre, Kanpur, a Govt. of India Society registered under Societies Registration Act and functioning as an Autonomous Body under Ministry of MSME.

EMPLOYMENT OPPORTUNITIES

For Various Posts At

MSME TECHNOLOGY CENTRE KANPUR

Sl. No.	Name of the Post	Pay Matrix	Max. Age (Years)*	No. of Posts
1	Assistant Manager (Admn. & Accts.)	Rs. 56100 - 177500, Level-10	35	1 (UR)
2	Purchase Officer	Rs. 35400 - 112400, Level-6	32	1 (UR)
3	Stores Officer	Rs. 35400 - 112400, Level-6	32	1 (UR)
4	Senior Engineer (Design)	Rs. 44900 - 142400, Level-7	35	1 (UR)
5	Senior Engineer (Production)	Rs. 44900 - 142400, Level-7	35	1 (UR)
6	Senior Engineer (Maintenance)	Rs. 44900 - 142400, Level-7	35	1 (UR)
7	Senior Technician	Rs. 29200 - 92300, Level-5	30	2 (UR)
8	Senior Technician Maintenance (Elect.)	Rs. 29200 - 92300, Level-5	30	1 (UR)
9	Senior Manager (Training)	Rs. 78800 - 209200, Level-12	45	1 (UR)
10	Manager (Mechanical)	Rs. 67700 - 208700, Level -11	40	1 (UR)
11	Senior Engineer (Training)	Rs. 44900 - 142400, Level-7	35	2 (UR)
12	Senior Engineer (Training)	Rs. 44900 - 142400, Level-7	35	1 (UR)

* 5 years relaxation for SC/ST/Internal Candidates and 3 years for OBC candidates. 26.09.2022 will be considered as the cut off date for Max. Age & Experience.

Sl. No. 1. Assistant Manager (Admin. & Accts.) :

(a) QUALIFICATION:

1. **Essential** - Commerce Graduate or any Graduate with Law/ MBA/ PGDBM or CA / ICWA or equivalent from a recognized University/ Institute
2. **Desirable** - Post-Graduation Degree/ Dip. In PM/ HRD/ SAS or equivalent from recognized University/ Institution.

(b) EXPERIENCE:

1. **Essential** - 5 years' experience in General Administration / Personnel/ Accounts in a reputed manufacturing / Govt. organisation. Should be conversant with Govt. Rules & Regulations on the subject. Experience in Computer Application / MS Office / Accounting Software.
2. **Preferable** - Experience in using ERP packages / GST compliant Accounting Software.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 56100 - 177500, Level-10 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	35 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 2. Purchase Officer :

(a) QUALIFICATION:

1. **Essential** - Degree in Commerce from recognised University.
2. **Desirable** - PG in Commerce / Diploma in Material Management/ ERP/ MBA.

(b) EXPERIENCE:

1. **Essential** - 3 years in Material Management, purchase order processing, Inventory Management, Bill of Materials/ Vendor Development etc.
2. **Preferable** - Experience in Store Accounting, Budgeting and Taxation/ export/ import documentation/ Computerised Accounting/ ERP/ Inventory control of items used in Tool Production/ Engineering Industry.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 35400 - 112400, Level-6 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	32 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 3. Stores Officer :

(a) QUALIFICATION:

1. **Essential** - Degree in Commerce from recognised University.
2. **Desirable** - Post Graduate in Commerce / Diploma in Material Management.

(b) EXPERIENCE:

1. **Essential** - 3 years in inventory management in a tool room / engineering organisation.
2. **Preferable** - Store Accounting / Computerized store accounting/ cost accounting/ using ERP in Tool Production / Engineering industry.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 35400 - 112400, Level-6 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	32 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 4. Senior Engineer (Design) :

(a) QUALIFICATION:

1. **Essential** - Degree in Engineering (Mechanical/ Production/ Mfg. Technology/ Mechatronics / Automobile) or equivalent from recognised University / Institution.
2. **Desirable** - PG/ PG Diploma in Tool Design/ Production/ CAD/ CAM/ CAE/ Masters in Design or equivalent from recognized Institution.

(b) EXPERIENCE:

1. **Essential** - 3 years in Design / Production Department of Tool Room/ reputed Engineering Industry/ Organization using CAD/ CAM/ CAE and CNC Technology.
2. **Preferable** - Experience in Designing of Moulds, dies, Press Tools etc. using CAD/ CAE/ experience in quality control of tools and components/ AR/ VR/AI.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 44900 - 142400, Level-7 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	35 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 5. Senior Engineer (Production) :

(a) QUALIFICATION:

1. **Essential** - Degree in Engineering (Mechanical/ Production/ Manufacturing Technology/ Mechatronics / Automobile) or equivalent from recognised University / Institution.
2. **Desirable** - PG/ PG Diploma in Tool Design/ Production/ CAD/ CAM/ CAE or equivalent from recognized Institution.

(b) EXPERIENCE:

1. **Essential** - 3 years experience in Design / Production/ Using CAD/ CAM/ CAE or equivalent from recognised Institute.
2. **Preferable** - Practical experience in use of CAD/ CAM/ CAE for tool design and program of CNC machines/ working in CNC Machines/ preventive maintenance of sophisticated tool room machines/AR/ VR/AI.

(C) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 44900 - 142400, Level-7 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	35 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 6. Senior Engineer (Maintenance) :

(a) QUALIFICATION:

1. **Essential** - Degree in Engineering (Mechanical/ Production/ Electrical/ Electronics/ Mechatronics / Automobile) or equivalent from recognized University / Institution.
2. **Desirable** - PG in Engineering (Mechanical/ Production/ Electrical/ Electronics/ Mechatronics.) or equivalent from recognize Institute.

(b) EXPERIENCE:

1. **Essential** - 3 years practical experience in Maintenance department of a Tool Room/ reputed Engineering industry.
2. **Preferable** - Experience in preventing maintenance of sophisticated tool room machines. Experience in use of computerized maintenance system and operation of CNC machines.

(C) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 44900 - 142400, Level-7 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	35 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 7. Senior Technician :

(a) QUALIFICATION:

1. **Essential** - Diploma in (Mechanical/ Production with post Diploma in Tool Design/ CAD/ CAM or Diploma in Tool & Die Making).
2. **Desirable** - Certificates course in CAD/ CAM/ CNC/ VLSI/ Embedded System/ Automation/ Mechatronics from recognized Institution.

(b) EXPERIENCE:

1. **Essential** - 2 Years Experience as a tool making in reputed Tool Room/ Industrial Establishment with exposure to CNC program/ Planning and Machinery/ Tool Tryout, Assembly/ Quality Control/ Critical Machining, Heat Treatment. Experience in VLSI/ Embedded System/ Mechatronics.
2. **Preferable** - Experience in operation, Programming CNC machines/ Maintenance of CNC machines.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 29200 - 92300, Level-5 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	30 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 8. Senior Technician Maintenance (Elect.) :

(a) QUALIFICATION:

1. **Essential** - Diploma in (Electrical/ Electronics/ Mechatronics).
2. **Desirable** - Certificates course in CAD/ CAM/ CNC/ VLSI/ Embedded System/ Automation/ Mechatronics from recognized Institution.

(b) EXPERIENCE:

1. **Essential** - 2 Years Experience as a tool makers in reputed Tool Room/ Industrial Establishment with exposure to CNC program/ Planning and Machinery/ Tool Tryout, Assembly/ Quality Control/ Critical Machining, Heat Treatment. Experience in VLSI/ Embedded System/ Mechatronics.
2. **Preferable** - Experience in operation, Programming CNC machines/ Maintenance of CNC machines.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 29200 - 92300, Level-5 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	30 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 9. Senior Manager (Training) :

(a) QUALIFICATION:

1. **Essential** - Degree in Engineering (Mechanical/ Production/ Manufacturing Technology/ Mechatronics / Electronics/ Electrical / Automobile) or equivalent from recognised University / Institution.
2. **Desirable** - PG/ PG Diploma in Tool Design/ Production/ Management/ Automation/ VLSI/Embedded System or equivalent from recognised Institution.

(b) EXPERIENCE:

1. **Essential** - 8 years' experience in Training/ Production Department in Tool Room/ reputed Engineering Industry/ Technical Institution/ Organisation out of which 5 years in Technical / Management position.
2. **Preferable** - Experience in Planning, HRD Program, Conducting Training Seminars etc. in Tool & Die making, CAD/ CAM/ CAE/ Tool Design/ Automation/ VLSI/ Embedded System/ AR/VR/AI or equivalent. Experience in modern Audio Visual equipment/ teaching aids in Training.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 78800 - 209200, Level-12 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	45 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 10. Manager (Mechanical) :

(a) QUALIFICATION:

1. **Essential** - Degree in Engineering (Mechanical/ Production/ Manufacturing Technology/ Automobile) or equivalent from recognised University / Institution.
2. **Desirable** - PG Diploma in Tool Design/ Post Diploma in CAD/ CAM/ Mechatronics/ PLC/VLSI.

(b) EXPERIENCE:

1. **Essential** - 5 years in Training/ Production/ Design Department in Tool Room/ Reputed Engineering organization or Technical Institution out of which 3 years in responsible position.
2. **Preferable** - Experience in planning HRD program, conducting courses, seminars etc. Training people in Tool & Die making, tool Design/ CAD/ CAM/ CAE/ Mechatronics/AR/ VR/ AI/ PLC/ VLSI/ Embedded System. Experience in use of modern audio visual equipment/ teaching aids and preparation of course materials.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 67700 - 208700, Level -11 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	40 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 11. Senior Engineer (Training) :

(a) QUALIFICATION:

1. **Essential** - Degree in Engineering (Mechanical/ Production/ Manufacturing Technology/ Automobile) or equivalent from recognised University / Institute.
2. **Desirable** - PG/ PG Diploma in Tool Design/ Production/ CAD/ CAM/ CAE or equivalent from recognized Institution.

(b) EXPERIENCE:

1. **Essential** - 3 years' Tool Production/ Training/ Design Department in Tool Room/ Reputed Engineering organization.
2. **Preferable** - Use of CAD/ CAM/ CAE software and modern teaching aids.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 44900 - 142400, Level-7 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	35 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

Sl. No. 12. Senior Engineer (Training) :

(a) QUALIFICATION:

1. **Essential** - Degree in Engineering (Electrical /Electronics/ Mechatronics) or equivalent from recognised University / Institute.
2. **Desirable** - PG/ PG Diploma in Tool Design/ Production/ CAD/ CAM/ CAE or equivalent from recognized Institution.

(b) EXPERIENCE:

1. **Essential** - 3 years' Tool Production/ Training/ Design Department in Tool Room/ Reputed Engineering organization.
2. **Preferable** - Use of CAD/ CAM/ CAE software and modern teaching aids.

(c) Other Criteria/Information:

1	Pay Scale of the Post	Rs. 44900 - 142400, Level-7 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for a period of 5 years initially with further extension based on review of performance till superannuation.
3	Age Limit for Direct Recruitments	35 Years as on 26.09.2022 (5 years relaxation for SC/ST/Internal and 3 years for OBC candidates).

PERKS & ALLOWANCES: All the above posts besides pay band carry attractive fringe benefits such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, CPF, Gratuity, Group Insurance & Others.

HOW TO APPLY: The Interested Candidates should send their biodata as per the application performa available at www.idtr.gov.in, www.msmetckanpur.org along with self attested copies of certificates for the above post(s). Incomplete application will be rejected. If information provided is found false at any stage the candidature will be liable for rejection. Persons working in Govt. and Quasi Govt. or Public Sector undertaking should apply through proper channel with an advance copy. Please write on the envelope Sl. No. & Name of the Post applied for. The centre reserves the right to short list and call limited number of candidates for test/interview.

APPLICATION PROFORMA

1. Name of the Post :
2. Serial No. of the Post :
3. Name of the Applicant (Block Letters) :
4. E-mail address :
5. Contact No. :
6. Father's Name :
7. Permanent Address :
8. Correspondence Address :
9. Date of Birth :
10. Age (in Years, Months & Days) :
as on 26.09.2022
11. Category : Gen/ SC/ ST/ OBC
(Copy of relevant certificate to be enclosed in case of SC/ ST/ OBC)
12. Educational Qualification :
(Copies of relevant Certificates/ Degrees/ Diploma to be attached)

Passport size
photograph to be pasted

(a) Essential (Starting from Degree/ Diploma Examination onwards)

S.No.	Name of the Exam passed/ Degree/ Diploma	Board/ University	Month & Year of Passing	Duration of Programme	Subjects	% of Marks/ Division

(b) Desirable

S.No.	Name of the Exam passed/ Degree/ Diploma	Board/ University	Month & Year of Passing	Duration of Programme	Subjects	% of Marks/ Division

13. Experience

:

(Copies of relevant Experience Certificates to be attached)

Sl. No	Post Held	Name of the organization	Type of Post (Part time/ Contractual/ A-dhoc/ Regular/ Temporary/ Permanent)	Period (Exact dates to be given indicating day month & year)		Total Duration			Salary Drawn	Nature of work
				From (DD/M M/YYYY Y	To (DD/M M/YYYY Y	Years	Month	Days		

DECLARATION

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Enclosures: _____

Place: _____

Signature of Applicant
(with date)

Note:

1. A brief self assessment (One page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates for Educational qualification, Experience & Date of Birth (DOB) etc. with their application.
3. The experience gained in full time employment, in the relevant field, after the completion of Essential Qualification, within the closing date of receipt of applications is to be mentioned.
4. The details of experience i.e. Certificate(s) from the Head(s) of Organization(s)/ Department(s) for the entire experience claimed, clearly mentioning the duration of employment at each post (date, month and year) & field of experience indicating basic pay and consolidated pay must be enclosed. The certificate(s) should also mention the nature of duties performed/ experience obtained in the post(s) with respective duration(s).
5. Candidates serving in Central/State Govt. or any Govt. undertaking/ autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to Indo Danish Tool Room, Jamshedpur and produce NOC at the time of interview.
6. Giving false information and canvassing in any manner will render the applicant ineligible for the post.
7. Incomplete applications or applications with lack of essential documents or applications not meeting the eligibility criteria shall be summarily rejected and no further correspondence shall be entertained in this regard.