

TECHNICAL POSITIONS

1. Post : Technical Officer (Maintenance)

Essential Qualification:

First class full time B.E. / B.Tech. in Mechanical / Electronics / Electricals with 02 years experience in Mechanical / Electrical & Electronics Maintenance of Machines & Equipments (Conventional and CNC machines).

Experience / Skill sets:

Experience in the following areas, namely:

- Maintenance of CNC machines / equipments
- Should have thorough knowledge in preventive maintenance and breakdown maintenance.
- Exposure to Shop Floor management and relevant qualification in the field would have additional advantage
- Exposure in documentation of the above works is preferable.

2. Post: Technician – Grade III (Maintenance)

Essential Qualification:

Diploma in Mech./ Tool / Electrical / Electronics or PD-MM / DPMT or equivalent with 2 years experience in Mechanical / Electrical & Electronics Maintenance of Machines & Equipments (Conventional and CNC machines) / Graduate with PG Diploma with 1 year experience in the relevant field.

Experience / Skill sets:

Experience in the following areas namely,

- Mould maintenance
- Conventional & CNC machines & equipments maintenance
- Should have thorough knowledge in preventive maintenance and breakdown maintenance of the above machines.
- Exposure to Shop Floor management and relevant qualification in the field would have additional advantage
- Exposure in documentation of the above works is preferable.

NON-TECHNICAL POSITIONS

1. Post: **Officer (Personnel / Administration / HR)**

Essential Qualification:

Degree with 2 years full time Post Graduate Degree in MBA (HR) / Master of Personnel Management (MPM) from recognized / approved institute and having 2 years relevant post qualification experience. Candidates should have acquired first class in both Graduate & Post Graduate levels.

Experience / Skill sets:

- Man power planning
- Recruitment
- Wage and Salary Administration / Pay Fixation
- Maintenance of Service Records
- Loans and Advances
- Management of Contract Labour
- Handling of Legal cases, Vigilance & RTI matters
- Management of Trade Union
- Leave Records
- Performance appraisals
- Grievance Handling
- General Administration
- HR developmental activities
- Employee Welfare

2. Post : **Officer (Fin. & Accts.)**

Essential Qualification

Degree with 2 years full time Post Graduate Degree in MBA(Finance) / CA/ICWA from a recognized institute and having 2 years relevant post qualification experience. The Candidate should have first class in Graduate and Post Graduate level.

Experience / Skill sets:

- Thorough knowledge of Government Financial Rules
- Direct and Indirect Tax Law
- Hands on knowledge of budgeting and cost accounting practices
- Capable of implementing electronic & modern methods of book keeping
- Finalization of financial budgets and accounts including internal/statutory audit
- MIS on funds flow, project costing, internal revenue generation
- Funds Management
- Arranging finance for purchases
- Exposure in FERA guidelines
- Exposure to Computerized Accounting

3. Post : Accounts Assistant Gr. III

Essential Qualification

First class full time Commerce Graduates from a recognized university/college with Typewriting/ PC operations and 2 years relevant experience.

4. Post : Administrative Assistant Gr. III

Essential Qualification

First class full time Graduates from a recognized university/college with Typewriting / PC operations and 2 years relevant experience.