

**Jharkhand Government Mini Tool Room and Training Centre Ranchi**  
**&**  
**Government Tool Room & Training centre, Dumka**  
**(Registered under Societies Registration Act 1860)**  
**Dept. of Industries, Govt. of Jharkhand, Nepal House, Doranda,**  
**Ranchi-834002**

**Advertisement No. JGMTRTC/002/2007**

Jharkhand Government Mini Tool Room & Training Centre (JGMTRTC), Ranchi and Government Tool Room and Training Centre (GTRTC), Dumka are established under the direct control of Dept. of Industries, Govt. of Jharkhand and registered under society act 1860. Tool Room will have the state of art technology in the field of Tool Manufacturing & Tool Design.

Tool Room needs bright, hardworking, reliable, competent and highly skilled personnel to meet the following objectives of the centre:-

(a) To impart training in the field of Tool & Die Making, Tool Design CAD/CAM, CNC Programming and operation.

(b) To produce sophisticated Tools for the Small Scale Industries for meeting the global market in components production.

(c) To become common facilities centre for the Small Scale Industries.

(d) To develop prototype tooling for the sophisticated component.

(e) To become a hub of Tool Design & Tool manufacturing activities in Jharkhand.

The basic requirement for filling up the following posts:-

S.No.	Post	Ranchi	Dumka
1.	Manager (Training)	1 GEN	1 GEN
2.	Manager (Production)	1 GEN	1 GEN
3.	Senior Engineer (Design & Sales)	1 GEN	1 GEN
4.	Senior Engineer (Training)	1 GEN	1 GEN
5.	Senior Engineer (Production)	1 GEN	1 GEN
6.	Senior Administrative Officer	1 GEN	1 GEN
7.	Accounts Officer	-	1 GEN
8.	Sr. Engineer (Maintenance)	1 GEN	1 GEN
9.	Engineer (Design)	1 GEN	1 GEN
10.	Engineer (Training)	3 (GEN-2, OBC-1)	2 (GEN-1, ST-1)
11.	Master Craftsman	5 (ST-1, GEN-2, SC-1, OBC-1)	7 (GEN-4, ST-1, SC-1, OBC-1)
12.	Accountant	-	1 GEN
13.	Personal Assistant	1 GEN	1 GEN
14.	Administrative Assistant Gr-I	1 GEN	1 GEN
15.	Store Keeper	-	1 GEN
16.	Librarian	1 GEN	1 GEN
17.	Technician Grade –I	6 (GN-3, OBC-1, SC-1, ST-1)	5 (GN-3, ST-1, OBC-1)
18.	Technician Grade –II	2 (GEN-1, ST-1)	2 (GN-1, ST-1)
19.	Security officer cum Hostel Warden	1 GEN	1 GEN

\*- Reservation for physically handicapped candidates as per State Govt. rules.

**1. Post: Manager (Training)**

**Pay Scale-** Rs. 10000-325-15200/-

**Age:** 40 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications** Degree in Mechanical/Production Engineering. Or Post Graduate in Tool Design from TRTC/CITD/NTTF. Or M.Tech in Production/CAD-CAM or equivalent from University

**Essential Experience-** 6 years for Degree holders & 4 years for Post Graduate in Tool Design/ M.Tech in Prod. Engg. Working Exp. in a commercial Tool Room Training Centre having the latest CNC machine tools for tool manufacturing. Aptitude for teaching & conducting courses.

**2. Post: Manager (Production)**

**Pay Scale-** Rs. 10000-325-15200

**Age:** 40 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Degree in Mechanical/Production Engineering. Or Post Graduate in Tool Design from TRTC/CITD/NTTF. Or M.Tech in Production/CAD-CAM or equivalent from University. Or Advance course in CNC/CAD/CAM of minimum six months duration.

**Essential Experience-** 6 years for Degree holders & 4 years for Post Graduate in Tool Design/ M.Tech in Prod. Engg. Working Exp. in a commercial Tool Room having the latest CNC machine tools for tool manufacturing. Working experience of computer.

**3. Post: Sr. Engineer (Design & Sales)**

**Pay Scale-** Rs. 8000-275-13500/-

**Age:** 35 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Degree/ Mechanical / Production Engineering from a recognised University/Institution. Diploma in Tool & Die Making with advance CAD/CAM course with Post Diploma in Tool Design & Manufacture Or Post Graduate in Tool Design/CAD/CAM from recognised institution. (TRTC/CITD/NTTF)

**Essential Experience-** 3 years for Degree holders of working on latest software in a tool design office. 1 year experience for Post Graduate in Tool Design.

**4. Post: Sr. Engineer (Trg)**

**Pay Scale-** 8000-13500/-

**Age:** 35 years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Degree in Mechanical/Prod. Engg. Or Diploma in Mech/Prod/Tool & Die Making with Post Diploma in Tool Design or CAD/CAM from a recognised institute. Or

Post graduate in Tool Design from TRTC/CITD/NTTF.

**Essential Experience-** 3 years for Degree holders & 5 years for Diploma holders in training personnel in Tool Design/Tool & Die Making and Tools related field.

Nil experience for Post graduate in tool design but, should have aptitude for training/teaching.

Working experience of computer.

**5. Post: Sr. Engineer (Prod)**

**Pay Scale-** Rs. 8000-275-13500/-

**Age:** 35 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** (i) Degree in Mechanical/Production Engineering Or (ii) Diploma in Tool & Die Making with Post Diploma in CAD/CAM Or (iii) Post Graduate in tool design from TRTC/CITD/NTTF. Or

(iv) M.Tech in Mech. Engg. With Specialisation in tool Design/Tool Manufacturing/Prod. Engg.

**Essential Experience-** 3 Years for Degree holders & 5 Years for Diploma holders. Practical experience in Tool Production in a commercial tool room

1 year for M.Tech/Post Graduation in tool design/tool production.

Working experience of computer / higher end software.

**6. Post: Sr. Administrative Officer**

**Pay Scale-** Rs. 8000-275-13500/-

**Age:** 40 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Graduate (minimum 55%) with MBA/ Personnel/Admin/H.R / Industrial Management

**Essential Experience-** 5 years post qualification experience in handling/dealing with labour problems and statutory compliance in Govt. organisation PSU/ Autonomous organisation / Industry /Development of personnel policy manual /Training assessment needs/Employee development programme.

**7. Post: Accounts Officer**

**Pay Scale-** Rs. 7500-12500/-

**Age:** 35 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Fully qualified CA/ICWA Or M.Com with CA (Inter)/ICWA (Inter). Exposure to computerize commercial accounting is essential

**Essential Experience-** Minimum 4 years post qualification experience for CA/ICWA in preparation, finalization of Accounts, preparation of periodic Accounting statements, MIS, Taxation, Costing, Internal & Statutory Audit, pricing dealing in statutory compliance, SAP/Telly working experience.

**For M.Com-** Minimum 6 years post qualification (M.Com) experience in preparation, finalization of Accounts, preparation of periodic Accounting statements, MIS, Taxation, Costing, Internal & Statutory Audit, pricing dealing in statutory compliance, SAP/Telly working experience.

**8. Post: Sr. Engineer (Maintenance)**

**Pay Scale-** Rs. 8000-13500/-

**Age:** 30 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Degree/Diploma in Mechanical /Production/Electrical/Electronic Engineering from a recognized University/Institute.

**Essential Experience-** 3 years for Degree holders & 5 years for Diploma holders. Experience in Maintenance Deptt. of a Tool Room having CNC machine/Reputed Engineering Industry. Knowledge of Plant Maintenance/ Computerized PMS. Working experience of computer.

**9. Post: Engineer (Design)**

**Pay Scale-** Rs. 5500-175-9000/-

**Age:** 30 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Degree/Diploma in Mechanical / Production Engineering or Diploma in Tool & Die Making from a recognized University/Institute.

**Essential Experience-** Nil for Degree holders with Master of CAD/CAM from any Tool Room. Practical experience of Designing of Tools by the higher end software/ 3 years for Diploma In Tool & Die making in Design office of a Tool Room/ commercial Tool Room).

**10 Post: Engineer (Training)**

**Pay Scale-** Rs. 5500-9000/-

**Age:** 30 Years. Relaxable upto 5 years for SC/ST / & 3 years for OBC.

**Essential Educational Qualifications-** Degree in Mechanical/Prod. Engg. with specialized course in CAD/CAM from a recognised Tool Room Or

Diploma in Mechanical/Production Engineering/Tool & Die Making or equivalent

**Essential Experience-** Nil for Degree holder with specialized course in CAD/CAM and 3 years for diploma holder from a recognized Institute training centre of a commercial tool room or a production department of a commercial tool room / or CNC machine programme & Operation / or CAD CAM department. Working Experience of computer.

**11. Post: Master Craftsman.**

**Pay Scale-** Rs. 4500-125-7000/-

**Age:** 30 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Diploma in Tool & Die Making Or ITI in Machinist with specialised course in CNC programming and operation /CAD/CAM course/ Advance machinist course from any recognised institution/Tool Room Or Post Diploma in Tool Design or manufacture (1 year)

**Essential Experience-** At least 5 years after ITI in respect of Tool Room machine/CNC Machines/ CAD/CAM or Assembly of press tools/ moulds/CMM Machine Or 3 years in respect of Diploma in tool & die making from any tool room / 4 years for Diploma in Mechanical/ production Engineering exp. in operating Tool Room machinery/CNC Machines/ CAD/CAM, assy of press tools/ moulds/die casting dies / aptitude of imparting training Working experience on computer.

**12. Post: Accountant.**

**Pay Scale-** Rs. 4500-125-7000/-

**Age:** 35 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** 2<sup>nd</sup> Class B.Com. With ICWA (Inter)/CA (Inter).

**Essential Experience-** 5 years on-line experience in reputed organizations. Working knowledge of any Computerized accounting package (Tally (All version), ERP, FACT etc.). Knowledge of Hindi for official work.

**13. Post: Personal Assistant.**

**Pay Scale-** Rs. 4500-125-7000/-

**Age:** 35 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** 2<sup>nd</sup> Class Degree from a recognized University. Knowledge of English/Hindi Shorthand/Typing at a speed of 100/40 WPM and One year computer course from recognized institution.

**Essential Experience-** 5 years experience in a reputed organization. Must have worked with CEO of the company. Working on Computer Conversant with modern office management system

**14. Post: Admn. Assistant Gr.I.**

**Pay Scale-** Rs. 4000-100-6000/-

**Age:** 35 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** 2<sup>nd</sup> Class Degree from a recognized University and One-year computer course from recognized institution.

**Essential Experience-** 2 years experience in Administration/ ESI/ CPF/Other statutory requirement in a reputed manufacturing Organization/Institute/Research centre. Working experience on computer. Knowledge of Tally (All version), ERP, FACT etc. will be preferred

**15. Store keeper.**

**Pay Scale-** Rs. 4000-100-6000/-

**Age:** 35 Years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** 2<sup>nd</sup> Class Degree in commerce.

**Essential Experience-** 2 years experience in Stores in a reputed manufacturing Organization/ Research Institution. Experience of computerisation of store/ inventory system. Knowledge of Hindi for official work as essential. Working knowledge of Tally (All version), ERP, FACT etc.

**16. Post: Librarian.**

**Pay Scale-** Rs. 4000-100-6000/-

**Age:** 35 Years. Relaxable upto 5 years for SC/ST / & 3 years for OBC.

**Essential Educational Qualifications-** B.Lib. Science.

**Essential Experience-** 2 Years experience in Technical library.

**17. Post: Technician Gr.I.**

**Pay Scale-** Rs. 4000-100-6000/-

**Age:** 30 years. Relaxable upto 5 years for SC/ST / & 3 years for OBC.

**Essential Educational Qualifications-** Diploma in Tool & Die Making/ Post Diploma in Tool Design Or

ITI with 2 years advance course in CNC machining /CAD/CAM course from SIDO Tool Room.

**Essential Experience-** 2 years for Diploma holders / Post Diploma in Tool Design / 4 years for ITI, Experience in operation of CNC machines in Tool Room/ CNC wire cut/ CNC machining centre / CNC EDM/ CMM. Assy. of Press Tool/Mould/ Die Casting Dies.

Diploma in Tool & Die Making with Post Diploma in Tool Design. Working experience on computer.

**18. Post: Technician Gr. II.**

**Pay Scale-** Rs. 3050-75-4590/-

**Age:** 30 years. Relaxable upto 5 years for SC/ST & 3 years for OBC.

**Essential Educational Qualifications-** Diploma in Tool & Die Making. Or

ITI in machinist trade with 1 year advance course in CNC machining from SIDO Tool Room Or 2 years advance machinist course from SIDO Tool Room. Or ITI in Electrical Trade

**Essential Experience-** 2 years experience for Diploma holders / 3 years for ITI in a commercial tool room. Working Experience on operating CNC Machines/Generator Operation/AC plant Operation/machine Maintenance etc.

**19. Post: Security officer cum Hostel Warden.**

**Pay Scale-** Rs. 5500-9000/-

**Age:** 45 years. Relaxable upto 5 years for SC/ST / & 3 years for OBC.

**Essential Educational Qualifications-** Graduate.

**Essential Experience-** 10 years experience in Army.

Retried short service commission/ JCO. Working experience on computer.

The Security officer will be provided accommodation in the campus.

**All the above posts will be filled either by deputation or on contract basis for an initial period of 5 years**

**General Conditions:**

- Persons working in Government/Public Sector Undertakings/Autonomous Organisation should apply through proper channel.
- Candidates will have to produce the proof of the details furnished in their application in original at the time of interview.
- SC/ST/OBC Candidates claiming reservation should apply with valid documents.
- General/ OBC Applicant should enclose Rs. 100/- & SC/ST/PH Applicant should enclose Rs. 30 crossed D/D issued in favour of Jharkhand Government Mini Tool Room and Training Centre payable at any nationalised bank Ranchi.
- JGMTRTC/GTRTC reserves the right not to fill up the post, if it is so decided.
- Mere fulfillment of the minimum requirements of the post will not entail a candidate to be called for interview.
- Separate applications should be submitted for different posts along with requisite DD.
- Separate application should be submitted for Ranchi and Dumka, Centre along with requisite DD.
- No. of posts can vary according to the requirement.
- All duly filled application should be addressed to The Principal, Jharkhand Government Mini Tool Room and Training Centre, Ranchi, Plot No.-38, Tatisilwai Industrial Area, Phase –I, Ranchi within Four weeks from the date of publication of this advertisement.

Applications received after the due date will be summarily rejected. Sd/-

**Principal**

JGMTRTC-Ranchi/GTRTC-Dumka

Interested candidates may send their applications on A-4 size plain paper as per the format given:

**Post Applied For:**

**Place Applied For: (RANCHI /DUMKA)**

- Full name (IN CAPITALS).....
- Father's/Husband's name (in Capitals).....
- Correspondence Address.....  
Dist.....State.....Pin.....  
Tele.....E-mail ID.....
- Permanent Address.....  
Dist.....State.....Pin.....
- Date of Birth  

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
- Age as on – 01-08-2007  

Year	Month	Days
------	-------	------
- Category: SC/ST/OBC/GEN  

<input type="text"/>	<input type="text"/>
----------------------	----------------------
- Marital Status : Married / Unmarried .....
- Sex : Male / Female .....

Paste a recent passport size photograph duly attested by a gazetted officer

**10. Details of DD**

Issuing Bank	DD No.	Date of Issue	Drawee branch	Amount

**11. Nationality**.....

**12. Educational qualifications:**

Name of examination	Name of Board/University	Year of Passing	% of Marks	Division

**13. Details of practical experience:**

Name of the Employer/ Organisation	Date of joining	Date of leaving	Number of year served	Job held	Salary drawn	Reason of leaving

**14. Specialisation**

**15. Any other (Training/Experience/Short terms course etc.)**

**Declaration**

I, hereby, undertake that the information given in this application is true and correct. I also fully understand that if at any stage it is found that an attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or my employment terminated.

**Signature of the candidate with date.**