



**MSME TOOL ROOM – HYDERABAD  
(CENTRAL INSTITUTE OF TOOL DESIGN)  
(A Govt. of India Society , Ministry of MSME)**

**VACANCY CIRCULAR- CONTRACTUAL POST**

Central Institute of Tool Design, Balanagar, Hyderabad, an autonomous body, under the Ministry of MSME, Govt of India , looking for a **Non-Technical staff for our Main Centre / Sub & Extension centers located at Hyderabad, Vijayawada, Vishakhapatnam, Chennai & Kolar( Karnataka)** having experience in Training Administration , General Administration, HR, Purchase & Stores in any Organization/Firm to be engaged on contract basis for fixed tenure of 11 months period.

SNo	Post	Number	Qualification	Experience
1	<b>Admin officer</b>	4	Graduate (Bcom/BBM) with knowledge of computer operation.	<b>5-10 years in relevant field.</b> Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge.
2	<b>Admin Assistant</b>	10	Graduate (Bcom/BBM) with knowledge of computer operation.	<b>0-1 years in relevant field.</b> Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge.
3	<b>Front Desk Executive</b>	2	Any Graduate with knowledge of computer operation.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge.

Interested candidates may send their CV & Other credential to email: [recruitment@citdinda.org](mailto:recruitment@citdinda.org). Salary will be paid best in industry.

The last date for receipt of Applications is **30.11.2020 , 18.00 hrs.**

**For more details , kindly visit our website : [www.citdindia.org](http://www.citdindia.org)**

Sd/-  
Principal Director

**Balanagar 'X' Roads, Hyderabad – 500 037 (TS) INDIA**

Date : 16.11.2020