



केन्द्रीय हस्त औजार संस्थान, जालन्धर  
CENTRAL INSTITUTE OF HAND TOOLS, JALANDHAR

भारत सरकार की सोसायटी  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Government of India Society  
Ministry of Micro, Small & Medium Enterprises



ISO 9001:2008  
ISO 14001:2004  
Certified Institute

**MANPOWER REQUIREMENT FOR DDUGKY PROJECT AT CIHT JALANDHAR  
(MSME TECHNOLOGY CENTRE)**

Following DDUGKY SOP / SSC certified staff/trainers are required at CIHT Jalandhar for DDUGKY Project purely on contract basis:

S. No.	Position	No.	Qualification / Experience
1	Community Mobilization Specialist	1	Any graduate, from recognised Institutions, Candidates having knowledge of marketing , admission, counselling and regional language shall be preferred Experience: 1 year In line Experience shall be preferred
2	CAD/CAM Trainer ( Preferably TOT Certified)	1	Graduation in Mechanical Engineering or its equivalent from recognised Institution. Candidates having knowledge of CAD/CAM software, CNC programming & Operation shall be preferred. Experience: 1 year In line Experience shall be preferred
3	CNC / VMC Trainer ( Preferably TOT Certified)	1	Graduation in Mechanical Engineering or its equivalent from recognised Institution. Candidates having knowledge of CAD/CAM software, CNC programming & Operation shall be preferred. Experience: 2 year In line Experience shall be preferred
4	Mechatronics / PLC Trainer (Preferably SSC Certified)	1	B.E / B.Tech in Electrical / Electronics / Mechatronics or its equivalent from recognised Institution. Candidates having knowledge of Robotics, MATLAB, PLC, H&P, SCADA and Embedded system shall be preferred.

More information including the application form regarding above positions are available at our website [www.ciht.in](http://www.ciht.in). Salary as per Industry norms and shall commensurate with qualifications and experience. Application should reach to the above mentioned address on or before 25.12.2020. No TA/DA shall be given for attending the selection process. CIHT reserves the rights to accept/reject any or all applications without assigning any reason thereof.

### **1. Community Mobilization Specialist 1 No.**

**Educational Qualification:** Any graduate, from recognised Institutions. Candidates having knowledge of marketing, admission, counselling and regional language shall be preferred:

Experience: 01 year in line experience

#### **Roles & Responsibility –**

- To visit different rural area of Punjab, preferably Jalandhar, Hoshiarpur and Kapurthalla district.
- Collecting data of unemployed youth of poor family from various villages
- Conduct/ organize seminar at village/ block level in coordination with team concerned.
- Collecting data of unemployed youth of poor family from district Employment Exchange office
- Advertisement of courses offered by CIHT under DDU-GKY, Specially all villages/ block of Jalandhar, Hoshiarpur and Kapurthalla district.
- And as assigned / required by authority concerned.

### **2. CAD/CAM Trainer (Preferably TOT Certified 1 No.**

**Educational Qualification:** Graduation in Mechanical Engineering or its equivalent from recognised institution.

**Experience –** 1 year experience in the field of teaching and professional training, SSC Certified trainers will be preferred

**Expected knowledge** Candidates having knowledge of CAD/CAM software, CNC programming & Operation.

### **3. CNC / VMC Trainer (Preferably TOT Certified 1 No.**

**Educational Qualification:** Graduation in Mechanical Engineering or its equivalent from recognised institution.

**Experience –** 1 year experience in the field of teaching and professional training, SSC Certified trainers will be preferred

**Expected knowledge** Candidates having knowledge of CAD/CAM software, CNC programming & Operation.

### **4. Mechatronics /PLC Trainer (Preferably SSC Certified 1 No.**

**Educational Qualification:** B.E. / B. Tech in Electrical / Electronics / Mechatronics or its equivalent from recognised Institution.

**Experience –** 1 year experience in the field of teaching and professional training, SSC Certified trainers will be preferred

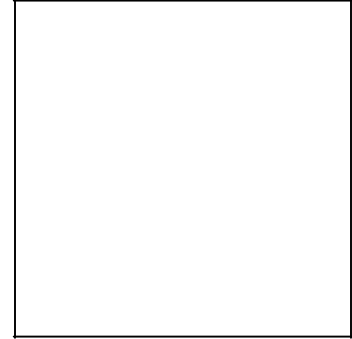
#### **Expected knowledge:**

- Candidates having knowledge of Robotics, MATLAB, PLC, H&P and Embedded system shall be preferred
- Candidate having teaching + Industry hands on experience on programming and operation of PLC System.
- Should independently handle the H&P machine setup, tooling setup, programming & troubleshooting.
- Should independently conduct Technical Training's, Work Shops, live Projects & Promotional activities.
- Candidates having knowledge of preparation of Lecture plan, LMS etc.
- Must have excellent communication skills and knowledge of regional language.

**Other skills and requirements –** Good English communication, Good Public Relations, Proficient in MS-Office, Social Media platforms, Good presentation skills.

## APPLICATION FORM

CENTRAL INSTITUTE OF HAND TOOLS  
A Government of India Society  
GT Road Bypass, opposite saheed Bhagat singh Colony  
Jalandhar City-144008 (Punjab) India  
Ph. No. : 0181-2290196-2290225  
Website: [www.ciht.in](http://www.ciht.in), E-mail: [info@ciht.in](mailto:info@ciht.in)



Name of the post applied for .....

1.	Name (in Block letters)	
2.	Date of Birth	
3.	Father's Name	
4.	Father's Occupation	
5.	Father's Address (Last address, if dead)	
6.	Complete Postal Address (Present)	
7.	Permanent Address	
8.	Phone No./ Mobile No.	
9.	E- mail ID:	
10.	Nationality	
11.	Religion	

12. Educational Qualifications (Matriculation onward):

Sr. No.	Examination	Year of Passing	Name of the University/Board	Subjects of study	Class or division	% of Marks

Attach self-attested copies of testimonials in support of your qualification

13. Experience (in chronological order)

S. No.	Name of the employer	Period		Designation & Nature of duties	Pay scale / Total Salary	Reason for leaving
		From	To			

Attach self-attested copies of certificates in support of your experience.

14.	Languages	Speak	Read	Write
	i.			
	ii.			
	iii.			
15.	Extra-Curricular Activities			
16.	Any specialized training / course attended/ TOT Certification			
17.	Marital status			
18.	Whether belongs to SC / ST / OBC / Ex-serviceman / handicapped (if so, give details and enclose copy)			
19.	Is any disciplinary / vigilance enquiry pending / contemplated against you?			
20.	Have you any objection to make reference to your employer?			
21.	Minimum joining time required			
22.	Any other information which you wish to be recorded may be mentioned in this column.			
23.	Reference:			
	i. Name : _____ Position : _____ Address : _____ _____	ii. Name : _____ Position : _____ Address : _____ _____		

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Dated .....

Signature of the applicant

**Note:**

- Use additional sheets wherever necessary.
- Suppression of any relevant information or incomplete replies to the question in this application form will entail disqualification for appointment subsequently.
- Attach copy of testimonials in support of your qualification, experience.