

(A). TECHNICAL POSITIONS

1). Post : Technical Officer [Processing/Testing/Design/Tool Room]

Essential Qualification :

Full time B.E. / B.Tech. Degree with 2 years Full time M.E./M.Tech. in Mechanical / Chemical / Polymer Technology with 2 years relevant Post-Qualification experience

Experience / Skill sets :

Experience in the following areas, namely,

- Administrative / Teaching / Research experience in Academic Institutions of repute is preferred
- Adequate experience in the field of Plastics Engineering & technology, having established reputation and significant contribution to knowledge
- Should have experience in procuring and delivering the results in social / industrial training and research project including liaison with Govt. agencies
- Exposure to quality including Laboratory / Shop Floor management and relevant qualification in the field would have additional advantage

2).Post : Technician – Grade III [Processing/Testing/Design/Tool Room/Maintenance]

Essential Qualification :

Diploma in Mech/Polymer/Plastics with 3 years Post-Qualification experience in the relevant field or Graduate with PG Diploma in Mech./Processing / Testing with 1 year Post-Qualification experience in the relevant field.

Experience / Skill sets :

Experience in the following areas, namely,

- Plastic Mould Design / CAD / CAM
- Tool Room
- Testing & Quality Control
- Plastic Processing

3). Post : Librarian Grade III

Essential Qualification :

Full time Bachelor's degree in Library Science from a recognized University with 3 years Post-Qualification experience in the relevant field.

Experience / Skill sets :

Experience in the following areas, namely,

- Library Automation Software
- Classification
- Other routine works related to library

B). NON-TECHNICAL POSITIONS

4). Accounts Officer

Essential Qualification

Full time Degree and 2 years Full time Post Graduate Degree in MBA (Finance) / CA / ICWA from a recognized institute and 2 years relevant post qualification experience.

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 Computerised Accounting
- Hands on Experience in Administration Functions

5). Administration Officer

Essential Qualification:

Full time Degree with 2 years Full time Post Graduate Degree in MBA (HR) / Post graduate in Personnel Management from a recognized institute and having 2 years relevant post qualification experience.

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
- Employee Welfare

6).Post : Accounts Asst. – Grade III

Full time Graduate degree with Typewriting Lower and PC Operations with 3 years Post-Qualification experience in the relevant field.

7).Post : Admn. Asst. – Grade III

Full time Graduate degree with Typewriting Lower and PC Operations with 3 years Post-Qualification experience in the relevant field.