



MSME-TOOL ROOM, HYDERABAD (CENTRAL INSTITUTE OF TOOL DESIGN)

(A Govt. of India Society, Ministry of MSME)

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

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** having experience in Accounts & Purchase in any Organization/Firm to be engaged on contract basis for fixed tenure of 11 months period.

S.No	Post	Qualification	Experience
1	Accounts Assistant	B.Com (Regular)/ M.Com (Regular)/ CA Inter/CMA Inter qualification with knowledge of computer operation.	1-2 years in relevant field. Relevant experience in Finance & Accounts dept in Central/ State/ Psu's or Corporate organizations. Along with good command on Tally latest version (Mandatory).
2	Admin Assistant (Purchase)	B.Com/ M.Com/B.Sc/MBA (Regular) qualification with knowledge of computer operation.	1-2 years in relevant field. Relevant experience in Purchase dept in Central/ State/ Psu's or Corporate organizations. along with good command in the field of expertise/Computer knowledge

Interested candidates may send their CV & Other credential to email: hr@citdindia.org. Salary will be paid best in industry. Candidates who have appeared for interview / applied for similar post in past 06 months will not be entertained for above said posts.

The last date for receipt of Applications is **20.05.2023, 17.00 hrs.**

For more details, kindly visit our website : www.citdindia.org

Date : 04.05.2023

Sd/-

PRINCIPAL DIRECTOR

ISO 9001 : 2015, ISO 29990:2010, ISO 14001:2004, ISO 50001:2011 Certified Institution