



MSME TECHNOLOGY CENTRE GREATER NOIDA

PLOT NO 3 ECOTECH VIII, GREATER NOIDA INDUSTRIAL DEVELOPMENT AREA, NEAR SHAHID VINOD BHATI CHOWK KASNA, GREATER NOIDA, UTTAR PRADESH, INDIA - 201 306

Website: www.msmetcgnoida.org

A GOVT OF INDIA SOCIETY

Ministry of MICRO, SMALL AND MEDIUM ENTERPRISES

RECRUITMENT NOTICE

Sr. No	Name of the Posts (Ad-hoc) Contract Basis	Max. age in yrs. as of 10 Nov 2023	No. of Posts
01	ADMINISTRATOR/ACCOUNTANT	35 YRS	01
02	TRAINEE ENGINEER (MECHANICAL / ELECTRICAL / ELECTRONICS)	32 YRS	02
03	TECHNICIAN (MAINTENANCE)	32 YRS	02

SR. NO. 01 – ADMINISTRATOR/ACCOUNTANT

Educational Qualification:

Essential: Commerce Graduate or any Graduate (BBA / B.COM) or equivalent from a recognized University / Institute.

Desirable: Post Graduate Degree /MBA/M.com or equivalent from a recognized University/Institution.

Experience

Essential: 02 - 05 years' experience in General Administration / Personnel Accounts / Law Department of an Educational Institute / Reputed Manufacturing Organization / Govt. Organization.

Desirable: Experience in recruitment and Office management procedures etc. Experience in the use of computers for administration / Computerized MIS/ Personnel Management.

SR. NO 02 – TRAINEE ENGINEER (MECHANICAL/ELECTRICAL / ELECTRONICS)

Educational Qualification

Essential: B. E or Diploma (Mechanical /Electronics / Electrical) or equivalent from a recognized University / Institution. Certification course in CAD/ CAM/ CAE / Automation / VLSI / Advanced Embedded / Robotics or Equivalent.

Desirable: PG Degree / PG Diploma in (Tool Design & Manufacturing/Tool Engineering/ Production) / Masters in Design or equivalent from a recognized Institution.

Experience

Essential: NIL.

Desirable: Maximum of 03 years' experience in Planning / Conducting Training / Seminars in the area of CAD /CAM/CAE / Tool & Die Making / Automation/VLSI / Embedded Systems.

SR. NO .03 – TECHNICIAN (MAINTENANCE)

Educational Qualification

Essential:12th / ITI / Diploma (Mechanical / Electronics / Electrical) or equivalent from a recognized University/ Institution.

Desirable: Degree/ Post-graduation Degree (Mechanical / Electronics / Electrical) or equivalent from a recognized University/ Institution.

Experience

Essential: 02 – 05 Years of experience in Maintenance of CNC Machine / Electronic / Electrical Instruments of Tool Room/ ESDM Industry. Experience in Quick repair of Mechanical/ Electrical / Electronic equipment.

Desirable: Conducting quality assessments/ scheduling repairs/ maintaining inventory/ developing preventative maintenance procedures & Quality Control for Mechanical / Electrical / Electronic Equipment's.

Eligible applicants are to send their Resume along with scanned copies of qualification Certificates and Aadhaar Card to the below mentioned email on or before 15 Nov 2023.

Email : info@msmetcgnoida.org

Website : <https://msmetcgnoida.org/>