

**AD- HOC RECRUITMENT NOTICE**

Sr. No	Name of the post	Experience	Maximum age as on 30 Aug 2025	No of Proposed
1.	Administrator	3-5 Years	35 Years	01
2.	Sr. Accountant	3-5 Years	35 Years	01
3.	Trainee Engineer (Mechanical)	0-3 Years	30 Years	01

**SR. NO .01 – ADMINISTRATOR**

**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:** 03 - 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 – SR. ACCOUNTANT**

**EDUCATIONAL QUALIFICATION:**

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

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

**EXPERIENCE**

**Essential:** 03 - 05 years' experience in General Administration / Personnel Accounts / Law Department of an Educational Institute / Reputed Manufacturing Organization / Govt. Organization/CA Firm.

**Desirable:** Experience & Knowledge of Taxation filing, GST, TDS, PT, Tally Prime, EPFO, Labour Law, Audit etc.

**SR. NO. 03 – TRAINEE ENGINEER (MECHANICAL)**

**EDUCATIONAL QUALIFICATION**

**Essential:** B. E or Diploma (Mechanical / Mechatronics) or equivalent from a recognized University / Institution. Certification course in CAD/ CAM/ CAE / Robotics or Equivalent.

**Skills/ Certification:** Proficiency in at least two CAD/CAM software, with a strong understanding of their paradigms (e.g., AutoCAD, CATIA, Solidworks, Unigraphics, Anasys etc) with a valid certificate. (mandatory)

**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.

**NOTE- ELIGIBLE APPLICANTS ARE REQUESTED TO SEND THEIR RESUME/CV ALONG WITH SCANNED COPIES OF QUALIFICATION CERTIFICATES AND AADHAR CARD TO THIS EMAIL [training@msmetcgnoida.org](mailto:training@msmetcgnoida.org) ON BEFORE SEPTEMBER 14, 2025 , 11:59 PM**

**PLOT NO 3 ECOTECH VIII, GREATER NOIDA INDUSTRIAL DEVELOPMENT AREA, NEAR SHAHID VINOD BHATI CHOWK KASNA, GREATER NOIDA, UTTAR PRADESH, INDIA – 201306,**

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