



MSME Technology Centre, Visakhapatnam
(A Government of India Society)
Ministry of Micro, Small and Medium Enterprises



Ref: MSME-TC(V)/Admin/Cont-Rect./2021-22/

11th July, 2021

Detailed Contractual Vacancies Notification

MSME Technology Centre, Visakhapatnam is the premium skill development Centre established through the Ministry of Micro, Small and Medium Enterprises, Govt. of India under the auspices of World Bank. The primary objective of the TC is to provide the World-Class education, skill development training and conduct innovation research at the interface of multiple disciplines to create high quality human resources in disciplinary and interdisciplinary areas of Engineering Technologies. The Centre is also offering the AICTE and NSQF approved Diploma Post Diploma and Post Graduate Diploma programs in various Engineering Technologies. To this end Technology Centre is also providing design, development and manufacturing support to the MSME's of Andhra Pradesh.

MSME Technology Centre, Visakhapatnam is inviting applications from interested and eligible candidates for selection of manpower for the following posts, on purely contractual basis, at MSME-Technology Centre, Atchutapuram Visakhapatnam:-

Name of the Post	Senior Accountant
No. of Posts	01
Eligibility Criteria	<p>Essential Education Qualification: B.Com</p> <p>Essential Experience: Minimum 5 years of experience in the field of Finance and Accounts and Tally ERP is must</p> <p>Such as</p> <ul style="list-style-type: none">➤ Updating and Reviewing Books of Accounts on Daily basis,➤ Strong understanding of Accounting Principles, Finance, Taxation and Compliance.➤ Experience in time-bound monthly and annual books closure.➤ Expertise in statutory compliances (EPF,ESI, Gratuity etc.,)➤ Knowledge in GST filling and accounting procedures➤ MIS reports generation, handle payroll, ensuring proper documentation of records including books of accounts, Vendor Payment etc.➤ Assist with preparation of financial and statistical statements and reports➤ Analyze financial information in order to identify discrepancies➤ Calculating and checking to make sure payments, amounts and records are correct➤ Maintain digital and physical financial records➤ Review and file payroll documents➤ Verification of Fixed Assets➤ Ability to handle sensitive, confidential information <p>Desirable: MBA (Finance) / M.Com</p>
Minimum & Maximum age limit	30 to 35 years



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सत्यमेव जयते

Name of the Post	Junior Accountant
No. of Posts	01
Eligibility Criteria	<p>Essential Educational Qualification: B.Com</p> <p>Essential Experience: Minimum 3 years experience in the field of Finance and Accounts and Tally ERP is must.</p> <ul style="list-style-type: none"> ➤ Knowledge of basic bookkeeping procedures ➤ Processing expense requests ➤ Maintaining the company purchase and sales ledgers ➤ Banks reconciliation ➤ Working with spreadsheets, sales and purchase ledgers and journals. ➤ Managing petty cash transactions. ➤ Collection of Fees from students ➤ Familiarity with finance regulations ➤ Hands-on experience with MS Excel and accounting software (e.g. Tally) ➤ Ability to handle sensitive, confidential information ➤ Performing basic office tasks such as filing, data entry, answering phones, processing the mail, etc. ➤ Handling communications with clients and vendors via phone, email, and in-person ➤ Audit support to statutory and tax auditors and Liaison with internal <p>Desirable: MBA (Finance) / M.Com</p>
Minimum & Maximum age limit	25 to 35 years
Name of the Post	Admin Assistant
No. of Posts	01
Eligibility Criteria	<p>Essential Educational Qualification: Any Graduation i.e., B.Com/B.Sc./BBA/BBM</p> <p>Essential Experience: Minimum 3 years experience in the field of Office Administration</p> <p>Roles Responsibilities</p> <ul style="list-style-type: none"> ➤ Providing administrative support including the discharge of clerical duties, ➤ Maintenance of office files and records, etc. ➤ Coordinating with other departments for smooth functioning of office works ➤ Maintaining the records of all regular and contract employee's related matters. ➤ Coordinating travel arrangements and itineraries ➤ Scheduling coordinating and arrangements meetings, seminars, conferences, etc. ➤ Supporting meetings by maintaining minutes and undertaking follow-up actions



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	<ul style="list-style-type: none"> ➤ Generate letters, reports, notes and records in word, excel or power point. ➤ Assisting in recruitment process ➤ Assist in organization events as and when necessary ➤ Maintaining accurate data of Administration Department ➤ Performing additional duties as and when required <p>Desirable: Typing speed of 30 WPM Good English drafting skills</p>
Minimum & Maximum age limit	25 to 30 years

Name of the Post	Consultant (Marketing)
No. of Posts	01
Eligibility Criteria	<p>Essential Education Qualification: Any Engineering degree or Engineering with MBA</p> <p>Essential Experience: Minimum 5 years experience in the Relevant field</p> <p>Such as</p> <ul style="list-style-type: none"> • Co ordination with CPSUs, DPSUs and prime manufacturing industries for production orders. • Liaison with CPSUs, DPSUs and Prime industries for CSR fund generation for skill development. • Liaison with State Boards, State bodies and Skill organizations. • Organization of industrial meets seminars and workshops. • Mobilization of students for various skill development Courses • Effective communication skills - English and Hindi. • Promoting of the organization through stringent canvassing.
Minimum & Maximum age limit	35 to 40 years

Name of the Post	Training Co-coordinator.
No. of Posts	01
Eligibility Criteria	<p>Essential Education Qualification: Any Engineering degree or Engineering with MBA</p> <p>Essential Experience: Minimum 25 years experience in the Engineering College/Govt. Polytechnic/Deemed Universities as a HOD/Principal</p> <p>Such as</p> <ul style="list-style-type: none"> • Conducting motivational camps in ITI/Diploma/Engg Colleges. • Development of syllabus as per college/universities/industries requirement. • Refinement of AICTE approved courses as per industrial needs. • Organization of student/college meets, seminars and workshops.



MSME Technology Centre, Visakhapatnam
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	<ul style="list-style-type: none"> • Conducting of Online webinars • Execution of MoUs with Colleges, Universities, Principal Companies for Joint Certification Courses. • Awareness in availing of state /central skill development schemes.
Minimum & Maximum age limit	60 to 65 years

Name of the Post	English Faculty
No. of Posts	01
Eligibility Criteria	<p>Essential Education Qualification: Any Graduation i.e., M.A English B.Ed preferable</p> <p>Essential Experience: Minimum 5 years experience in the field of office administration Such as At least 5 years of experience of teaching in CBSE, State or Polytechnic college.</p> <ul style="list-style-type: none"> - Familiar with video recording and live streaming. - Deep conceptual understanding of English concepts. - Effective communication skills - English and Hindi. - Decent knowledge of various competitive exams.
Minimum & Maximum age limit	30 to 40 years

Name of the Post	Tool and Design Engineer
No. of Posts	02
Eligibility Criteria	<p>Essential Education Qualification: B.Tech with Post Graduate Diploma in Tool Design</p> <p>Essential Experience: Minimum 5 years experience in the relevant industry given preference Such as</p> <ul style="list-style-type: none"> • Designing moulds & tools for rubber compression/transfer / injection moulding. Or Sheet metal dies, Jigs Fixtures and gauge designer. • Teaching skills about Tool design • Develop alternative design solutions or quick engineering solutions for complex problems. • Develop both 2D and 3D models. • Ensure compliance with required design safety factors, tolerances, and specifications. • Checking of drawing before submission to project people. • Establish and implement a CAD standard drawing database. • Maintain, Revise and update a database for the CAD design documentation. • Maintain records of the design process in accordance with sound design practices and ISO requirements. • To follow-up for the current design work on the shop floor.



MSME Technology Centre, Visakhapatnam
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	<ul style="list-style-type: none"> • Participate in team problem solving and brainstorming sessions. • Should deploy designs of moulds from scratch to mass production and monitor all related processes. • Good English drafting skills • At the time of interview need to explain about one Live Design.
Minimum & Maximum age limit	30 to 40 years

Name of the Post	Mechatronic Engineer Faculty
No. of Posts	01
Eligibility Criteria	<p>Essential Education Qualification: B.Tech(Mechatronics) /M.Tech (Mechatronics) or B.Tech (Electrical) with Post Graduate Diploma in Mechatronics</p> <p>Essential Experience: Minimum 5 years experience in the relevant industry given preference</p> <p>Such as</p> <ul style="list-style-type: none"> • Achieve flawless Mechatronics Design using tools. • Increase IPR creation; identify patentable ideas to verify design without patent infringement. • Standardize design process and Software development cycle. • Effectively establish communication Protocols like Ethernet, Profibus, Profinet, CAN Open, PowerLink, Bluetooth, Zigbee with Drives (VFD/Servo). • Component selection and BOM creation for the design requirement. • Effectively Designing Machines & Its Elements by applying Proven Engineering design calculations to ensure strength of the Machine. • Effectively program the sequence of operations by logic control to automate & increase productivity, improve quality and optimise resources. • Design & Develop HMI/SCADA screen for ease of operation to control the Manufacturing & Its parameters. • Establish Reliability Engineering in designing of product/part which required to function without failure for a specified product lifetime • Effectively Draft Electrical/Electronic schematic drawing using Drafting Tools. • Select efficient drive system while considering Energy Conservation, Power losses, Operating cost & Noise level as per IEC standards.
Minimum & Maximum age limit	30 to 35 years



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सत्यमेव जयते

Name of the Post	CSE Faculty (Computer Engineer)
No. of Posts	01
Eligibility Criteria	Essential Education Qualification: B.Tech (CSE/IT)/M.Tech (CSE/IT) Essential Experience: Minimum 5 years experience in the anyone of the specialization. Maintenance in Fire Protection & safety or IBMS systems like BMS, FAS, PAS, IP CCTV, VESDA, FAS Networking, Installation, Solving Network issues, Server Management, Troubleshoot, client Management Teaching skills Good Communication skills.
Minimum & Maximum age limit	25 to 30 years

Name of the Post	Training Instructor
No. of Posts	01
Eligibility Criteria	Essential Education Qualification: Diploma in Mechanical or Production Essential Experience: Minimum 8 years experience in the conventional milling, Turning, Grinding and Drilling Machines 1. Up-keeping the lab equipment's and always in working conditions. 2. Calibrating the lab equipment's from time to time. 3. Helping and guiding the students in practices.
Minimum & Maximum age limit	35 to 45 years

Name of the Post	Lab Assistant
No. of Posts	01
Eligibility Criteria	Essential Education Qualification: ITI/Diploma in Electrical/Electronics/Mechatronics Essential Experience: Minimum 5 years experience in the Basic Electrical/ Digital Electronics/Microprocessor/Industrial Electronics/Network Lab 1. Up-keeping the lab equipment's and always in working conditions. 2. Calibrating the lab equipment's from time to time. 3. Helping and guiding the students in practices.
Minimum & Maximum age limit	30 to 35 years
Name of the Post	Warden (Boys)
No. of Posts	01
Eligibility Criteria	Essential Education Qualification: Any Degree Preferably B.Sc Essential Experience: 2 years experience in relevant Filed To handle day to day hostel administration.



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	To take care of the hostel related issues. To monitor the maintenance of the hostel. To ensure safety and security of the boys/girls in the hostel.
Minimum & Maximum age limit	35 to 40 years

GENERAL CONDITIONS:

1. Engagement on contract basis initially for a period of **11 Months only**. Contract may be extendable for another year(s) depending upon the requirement of the organization and satisfactory performance of the candidate.
2. The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility criteria's and/or that he/she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
3. The prescribed qualification & experience are the minimum and mere possession of the same does not entitle a candidate for participating in the selection process. MSME-Technology Centre, Vizag may restrict the no. of candidates to be called for interview/written test. Only short-listed candidates will be informed for further written test / interview.
4. MSME-Technology Centre, Vizag reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
5. Canvassing in any form will be a disqualification. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/Selection and appointment.
6. Appearance of the short-listed candidates in the interview/written test is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria.
7. Qualifications should be from a recognized/reputed Indian University/Institute.
8. They are required to bring the following original certificates along with self attested photocopies as documentary proof at the time of Written test / interview:
 - Recent passport size Photo • Proof of age
 - Educational Qualifications (All year/semester Mark sheets & Certificates)
 - Service Certificates of past employment & proof of date of joining & its continuity in the
Present Organization if any
 - Last Salary/Pay Certificate if any
 - Form 16 / ITR of last 2 years (if applicable)
 - Bank statement of salary Account



MSME Technology Centre, Visakhapatnam
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सत्यमेव जयते

9. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. MSME-TC, Vizag, reserves the right to reject any application without assigning any reason.
10. MSME-Technology Centre, Vizag is not responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
11. The selection for the posts shall be on the basis of performance of the screened-in candidates in the Written test / interview.
12. All the positions are **purely temporary basis and candidate not deserves for any claim for regular/ permanent position at any time**. In this regard letter of undertaking to be submitted by the selected candidates. The contract may be extended periodically subject to satisfactory performance and requirement of the organization.
13. No travelling advance will be paid for attending the interview/written examination.
14. The candidates need to make their own stay arrangements. MEME-Technology Centre will not be responsible for any accommodation arrangements.
15. Corrigendum (including extension of the last date of online submission of application-if any) shall be published in **MSMETC, Vizag (website www.msmetcvizag.org) only**.

GENERAL INSTRUCTIONS:

1. Interested candidates need to apply online in Current Opening section of MSME-Technology Centre Vizag. Website (**www.msmetcvizag.org**) from 08.07.2021 to 23.07.2021. Candidate should click on Online Application link, read the instructions carefully and fill-in the online application forms giving accurate Information.
2. All future correspondence would be through E-mail ID, furnished by the applicant in the on-line Application-form
3. **Application procedure:** The entire application procedure is online. Resume along with all copies of certificates in support of educational qualifications, date of birth, disability, caste (SC/ST/OBC), experience, no objection certificates should be uploaded along with the online application. The entire uploaded document should be in the form of PDF file only. Candidates must produce the original certificates while appearing for interview/written test or as and when required.
4. Online application submitted without the scanned copies of the Resume and all other supporting documents summarily rejected.
5. In case of any difficulty in the submission of online application form (not for other queries), please email to recruitment@msmetcvizag.org or careersmsmetcv@gmail.com.
6. All the queries will be resolved at **10:00 AM to 5:00 PM** from Monday to Saturday (Working days) only

Opening Date of Online application 11-07-2021

Closing date of online application 26-07.2021