



**केन्द्रीय उपकरण अभिकल्प संस्थान : हैदराबाद**  
**CENTRAL INSTITUTE OF TOOL DESIGN: HYDERABAD**  
(भारत सरकार की सोसईटी - सुक्ष्म, लघु, और मध्यम मंत्रालय)



(A Govt. of India Society - Ministry of Micro, Small & Medium Enterprise)

बालानगर, हैदराबाद, तेलंगाना - 500 037, भारत Balanagar, Hyderabad, Telangana - 500 037, INDIA

Advt.No. CITD/Estt./Rectt. on Contract/2023

Date: 05.08.2023

**NOTIFICATION**

Central Institute of Tool Design (CITD), Hyderabad, Telangana is invited applications from Indian Nationals possessing excellent academic record and relevant work experience for contractual positions for the following posts:

1	Name of the Post	<b>Accounts Assistant (On Contract)</b>
2	Department	Accounts
3	No of Post	01 (One)
4	Qualification	Bachelor's Degree in Commerce / Master's Degree in Commerce/MBA/ ICWA (Inter)/ CA (Inter) from a recognized University (or) Institute (or) College with at least second class.
5	Experience	Minimum of 3 to 5 years of working experience in accounts section in the Central Government Educational Institution / Central Universities. Experience of working in E-Office System. Knowledge of working in Tally ERP, PFMS, MS Word and MS Excel. Knowledge of Rules and Regulation of Central Government, Etc.  <b>Preference shall be given to candidates who are currently working in a central Govt. Organization/PSUs/Central ABs.</b>
6	Pay	Consolidated pay & negotiable based on qualification & Experience
7	Mode of Recruitment	The post is purely temporary and contract in nature
8	Period of Contract	Initially for a period of 11 months which may be extended further based on satisfactory performance and requirement of service
9	How to Apply	Interested candidates may send their CV & Other documents of qualification & experience to email: <a href="mailto:hr@citdindia.org">hr@citdindia.org</a>
10	Closing date for receipt of applications	15.08.2023 up to 18.00hrs.

1	Name of the Post	<b>Marketing Engineer (On Contract)</b>
2	Department	Marketing
3	No of Post	01 (One)
4	Qualification	BE/B. Tech in Mechanical/Production/Automobile or MBA (Marketing) from a recognized University (or) Institute (or) College with at least second class.
5	Experience	Minimum of 2 to 5 years of experience in Marketing  <b>Preference shall be given to candidates who are having experience in a central Govt. Organization/PSUs/ Central ABs.</b>
6	Pay	Consolidated pay & negotiable based on qualification & Experience
7	Mode of Recruitment	The post is purely temporary and contract in nature
8	Period of Contract	Initially for a period of 11 months which may be extended further based on satisfactory performance and requirement of service
9	How to Apply	Interested candidates may send their CV & Other documents of qualification & experience to email: <a href="mailto:hr@citdindia.org">hr@citdindia.org</a>
10	Closing date for receipt of applications	15.08.2023 up to 18.00hrs.

**Other Terms & Conditions:**

1. The post is purely temporary and contract in nature.
2. Initial period of appointment will be for a period of 11 months. Depending upon the performance of the candidate or the need to keep the post the contract may be extended for a further period on such terms and conditions as the administration of the Institute may decide.
3. The services of the candidate may be terminated by the Institute without assigning any reason there for.
4. No accommodation will be provided in the campus.
5. He / She are entitled to one casual leave for every completed calendar month of service.
6. He / She may quit the services of the Institute after giving one month's notice in advance.
7. The Institute may terminate the services of any candidate after giving one month's notice in advance. However the Institute reserves the rights to terminate his /

her services immediately, if his / her services are not satisfactory or conduct during the discharge of his duties are not appropriate.

8. The post is purely temporary. The applicant, if appointed, is not entitled to stake his claim for permanency in the post.
9. The Institute reserves the right to reject all or any of the applications received for the said posts. Mere fulfilling of the qualification, experience and other criteria prescribed for the post will not make the applicants eligible being called for interview.
10. The Institute reserves the right to defer or cancel the recruitment at any stage of processing without assigning any reason there for.

**Selection Process:**

1. The institute has the right to decide the mode of screening and test the applicant for short listing and selection.
2. Candidates shortlisted for skill test / written test / interview will be informed through email as mentioned in the application form.

**Sd/-  
Principal Director (I/c.)**