



MSME-TOOL ROOM, HYDERABAD
CENTRAL INSTITUTE OF TOOL DESIGN
(A Government of India Society, Ministry of MSME)
Balanagar, Hyderabad, PIN-500 037



Recruitment Notification

Notification No. CITD/March/25

Date: 12th March 2025

CITD intends to engage suitable candidates in the following posts.

1. Personal Assistant

Date of Interview: 22nd March 2025

Essential Qualification:- Any Degree with Short Hand

Age: - 45 Years (Maximum)

Experience- 5 to 10 years in any Central Govt Organization/PSU/Autonomous Bodies or Industries / Corporate Sector.

Excellent M.S. Office Skills.

To handle effectively CEO/PD Office.

Good communication Skills.

Acting as a point of contact, dealing with correspondence and phone calls.

Managing diaries and organizing meetings and appointments, often controlling access to the CEO/PD.

Liaising with Head Office (New Delhi), TCs/TRs and other relevant organization and clients.

Typing, Preparing and collecting reports.

Presentations.

Managing database.

Prioritizing workloads.

Acting as a receptionist and/or meeting and greeting clients.

Booking and arranging travel, transport and accommodation.

Any other works assigned by CEO/PD from time to time.

❖ Age & Experience relaxation will be considered for Exceptional Candidates.

Note: Preference will be given to candidate who is having good knowledge about Central Govt Rules (CCS, Establishment & General Finance Rules)

2. Administrative Officer (Trg)

Date of Interview: 22nd March 2025

Essential Qualification:- Any Degree

Age:- 45 Years (Maximum)

Experience- Should have expertise in handling day to day administration activities of any higher educational institute for at least 5 years.

Excellent M.S. Office Skills.

Day to day activities of training department.

Carrying out "Statutory Compliance" of all AICTE.

Preparation of certificates (Provisional/OD), etc.

Should have expertise in drafting notes.

Should have expertise in handling academic/AICTE compliance.

Should have expertise in office procedures in a Central Government/PSU/Autonomous body.

3. Receptionist

Date of Interview: 22nd March 2025

Essential Qualification:- Any Degree

Age:- below 40 Years

Experience- Should have expertise in handling day to day activities of any higher educational Institute for at least 5 years.

Excellent M.S. Office Skills.

Greet and assist visitors and clients.

Answer and direct phone calls and emails.

Maintain accurate records and databases.

Provide administrative support to staff.

Handle scheduling and appointment management.

Ensure a clean and organized reception area.

Address and resolve visitor and client inquiries and issues.

Managing communications with students, faculty and staff.

Assisting with registration and billing

Skills and experience.

Good communication skills.

Ability to work well in a team.

Basic administrative and clerical experience.

Patience and the ability to remain clam.

4. Chartered Accountant

Date of Interview: 29th March 2025

Essential Qualification:- Bachelor's degree in Commerce, Accounting, Finance, or related field; completion of the Chartered Accountancy course from a recognized accounting body from the Institute of Chartered Accountants of India (ICAI) or equivalent accounting body.

Age:- below 40 Years

Experience : 5 to 10 years (B.Com Candidates)

Create and analyse financial accounts, reports, and budgets.

Conduct audits to guarantee regulatory compliance and internal controls.

Offer individuals and corporations tax planning, compliance, and advising services.

Provide clients with risk management solutions and strategic financial guidance.

Participate in company restructuring, acquisitions, and mergers.

Keep up-to-date financial documents and accounting records.

Keep up with any changes to tax laws, accounting rules, and financial reporting requirements.

Work together to resolve financial difficulties and concerns with clients, coworkers, and regulatory agencies.

Ability to analyze complex financial data, identify trends, and make informed decisions to support business objectives.

Strong verbal and written communication skills to effectively communicate financial information and advice to clients, colleagues, and stakeholders.

Keen attention to detail and accuracy in preparing financial statements, reports, and tax returns to ensure compliance with regulatory requirements.

Ability to identify financial issues, propose solutions, and implement effective strategies to address challenges and achieve business goals.

Adherence to professional ethics and integrity in handling sensitive financial information and maintaining confidentiality.

❖ For CA Candidates Age & Experience relaxation will be considered.

5. Driver (HV)

Date of Interview: 29th March 2025

Essential Qualification:- S.S.C with valid driving license

Age:- 35 to 45 Years

Experience : 5 years

Knowledge of traffic rules and regulations.

Sound judgment and decision-making.

Excellent driving skills, ability to attend minor repairing.

Proficiency in using navigational software to map routes.

Time management and organizational skills.

❖ Age & Experience relaxation will be considered for Exceptional Candidates.

*Candidates fulfilling the eligibility criteria may step-in for walk-in interview on the dates mentioned against each position with **latest Resume with photo, original documents, Aadhar card & one set self-attested photocopies of all educational, experience certificates and proof of last pay drawn.***

Registration Time: 09:30 a.m. - 12:30 p.m.

N.B.: - No applicants will be entertained after 12:30 p.m. Candidates who have already applied / served in the above posts earlier need not apply.

**Sd/-
Principal Director**