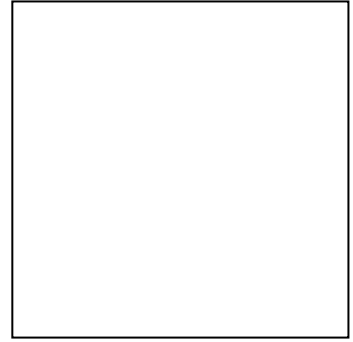


## APPLICATION FORM

CENTRAL TOOL ROOM  
A Government of India Society  
A-5, Focal Point, Ludhiana – 141 010.  
Ph. No. : 0161-2670057-2670059  
Website: [www.ctrludhiana.org](http://www.ctrludhiana.org);  
E-mail: [info@ctrludhiana.org](mailto:info@ctrludhiana.org);



Name of the post applied for .....

1.	Name (in Block letters)	:	
2.	Date of Birth	:	
3.	Father's Name	:	
4.	Father's Occupation	:	
5.	Father's Address (Last address, if dead)	:	
6.	Complete Postal Address (Present)	:	
7.	Permanent Address	:	
8.	Phone No./ Mobile No.	:	
9.	E- mail ID:	:	
10.	Nationality	:	
11.	Religion	:	

12. Educational Qualifications (Matriculation onward):

Sr. No.	Examination	Year of Passing	Name of the University/Board	Subjects of study	Class or division	% of Marks

\* Attach self-attested copies of testimonials in support of your qualification.

13. Experience (in chronological order)

S. No.	Name of the employer	Period		Designation & Nature of duties	Pay scale / Total Salary	Reason for leaving
		From	To			

\* Attach self-attested copies of certificates in support of your experience.

14.	Languages	:	Speak	Read	Write
	i. English				
	ii. Hindi				
	iii. Punjabi				
	iv. Any other please specify				
15.	Extra-Curricular Activities	:			
16.	Any specialized training / course attended	:			
17.	Marital status	:			
18.	Whether belongs to SC / ST / OBC / Ex-serviceman / handicapped (if so, give details and enclose copy)	:			
19.	Is any disciplinary / vigilance enquiry pending / contemplated against you?	:			
20.	Have you any objection to make reference to your employer?	:			
21.	Minimum joining time required	:			
22.	Any other information which you wish to be recorded may be mentioned in this column.	:			
23.	Name of two responsible references (not relatives)				
	i. Name : _____ Position : _____ Address : _____ _____ _____		ii. Name : _____ Position : _____ Address : _____ _____ _____		

Dated .....

Signature of the applicant

Note:

- i. Use additional sheets wherever necessary.
- ii. Suppression of any relevant information or incomplete replies to the question.
- iii. In this application form will entail disqualification for appointment subsequently.
- iv. Attach self-attested copy of testimonials in support of your education and experience.



**CENTRAL TOOL ROOM**  
**Ministry of Micro, Small & Medium Enterprises**

A-5, Focal Point LUDHIANA – 141 010

Ph. No. : 2670057-58, website: [www.ctrludhiana.org](http://www.ctrludhiana.org)



**REQUIRES**

Central Tool Room set up by the Government of India, under Ministry of MSME intends to add the following personnel:-

01. **Engineer** in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances:

S N	Posts	Trade	Reserved for	Qualification	Experience	Age
1	02	Mechanical	Un-reserved	Degree/Diploma in Mech. Engg./Tool & Die Making/ Production from a recognized institute	Nil for degree and 2 years for Diploma holders in Tool Room/recognized technical Training institution.	30 Years
2	01	Electronic/ Electrical Engineering	Un-reserved	Degree/Diploma in Electronic/Elect. Engg./ Instrument Technology from a recognized institute		

02. **Assistant Accounts Officer:** 01 Post (Un-reserved) in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances. **Qualification:** Degree in Commerce. **Experience:** 05 years in-line experience in a reputed organization. **Maximum Age:** 35 years.

03. **Assistant Purchase Officer:** 01 Post (Un-reserved) in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances. **Qualification:** Degree from the recognized university / Diploma in Mech. Engg./ Prod. Engg. **Experience:** 05 years in-line experience in a reputed organization. **Maximum Age:** 35 years.

04. **Technician Grade – III** in the 2<sup>nd</sup> Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances:

S N	Posts	Trade	Reserved for	Qualification	Experience	Age
1	03	Mechanical	UR-01, OBC-01, SC-01	Matriculation from recognized Board/Institution with I.T.I in Turner / Miller / Grinder / Machinist / Miller Right Fitter / Tool & Die making from recognized institute.	One Year practical experience in reputed Tool Rooms/Industrial Institutes.	30 Years
2	01	Electronic	OBC	Matriculation from recognized Board/Institution with I.T.I in Electronic from recognized institute		
3	01	Heat Treatment	Un-reserved	Matriculation from recognized Board / Institution with 2 year certificate course in Heat Treatment from SIDO Tool Room		

05. **Lower Division Clerk:** Three Posts (Un-reserved) in the 2<sup>nd</sup> Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. **Qualification:** Graduate in any discipline from a recognized University/Institution or equivalent with English typing speed of 30 w.p.m. **Experience:** 3 Year experience in Accounts / Store /Administration in a reputed organization. **Maximum Age:** 30 years.

Age relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC. Application form, details of qualification & experience and other conditions for the above posts can be downloaded from CTR website (<https://www.ctrludhiana.org/>). Last date of submission of application (as per prescribed format) by **06.06.2023** till **05.30 PM**. Late applications will be summarily rejected.

**GENERAL MANAGER**

CENTRAL TOOL ROOM  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
GOVERNMENT OF INDIA  
A-5, FOCAL POINT,  
LUDHIANA – 141 010

**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF ENGINEER**

**Engineer** in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances:

No. of Posts	02	01
Trade	Mechanical	Electronic/ Electrical Engineering
Reserved for	Un-reserved	Un-reserved
Qualification	<b>Essential:</b> Degree/Diploma in Mech. Engg./Tool & Die Making/ Production from a recognized institute	<b>Essential:</b> Degree/Diploma in Electronic/Elect. Engg./ Instrument Technology from a recognized institute
	<b>Desirable:</b> PG Diploma in Tool Design/Production/CAD/CAM or equivalent from recognized university/institution	<b>Desirable:</b> PG Diploma in Tool Design/Production/CAD/CAM or equivalent from recognized university/institution
Experience	<b>Essential:</b> Nil for degree and 2 years for Diploma holders in Tool Room/recognized technical Training institution	<b>Essential:</b> Nil for degree and 2 years for Diploma holders in Tool Room/recognized technical Training institution
	<b>Desirable:</b> Practical experience in operating machines in tool production involving CAD/CAM/CNC Technology	<b>Desirable:</b> Practical experience in operating machines in tool production involving CAD/CAM/CNC Technology / Operations in PLC Programming / Robotics / CNC Maintenance

Maximum Age: 30 years as on 06.06.2023. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023 till 05.30 PM**.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST  
OF ASSISTANT ACCOUNTS OFFICER**

**Assistant Accounts Officer:** 01 Post (Un-reserved) in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances. Maximum Age: 35 years as on **06.06.2023**. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC

**Educational Qualifications:**

<b>Essential</b>	Degree in Commerce
<b>Desirable</b>	Post Graduate diploma in Business Management / Material Management.

**Experience:**

<b>Essential</b>	5 Years in-line experience in a reputed organization.
<b>Desirable</b>	Practical experience in Store Accounting, Budgeting and Taxation. Experience in Computers for general/Store accounting, cost accounting. Experience in Inventory control of items used in Tool Production Engineering Industry. Experience in computerized inventory control.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Phase – V, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023** till **05.30 PM**.

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LUDHIANA – 141 010

**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF  
ASSISTANT PURCHASE OFFICER**

**Assistant Purchase Officer:** 01 Post (Un-reserved) in the 6<sup>th</sup> Level of Pay Matrix (Basic Pay Rs.35,400/-) plus allowances. Maximum Age: 35 years as on **06.06.2023**. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC

**Educational Qualifications:**

**Essential** Degree from the recognized university/Diploma in Mech. Engg./ Prod/ Engg.

**Desirable** Diploma in Material Management / Post Graduate in Commerce.

**Experience:**

**Essential** 5 Years in-line experience in a reputed organization.

**Desirable** Practical experience in Store Accounting, Budgeting and Taxation. Experience in Computers for general/Store accounting, cost accounting. Experience in Inventory control of items used in Tool Production Engineering Industry. Experience in computerized inventory control.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Phase – V, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023 till 05.30 PM**.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST OF  
TECHNICIAN GRADE - III**

**Technician Grade – III** in 2<sup>nd</sup> Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances.

No. of Posts	03	01	01
<b>Trade</b>	Mechanical	Heat Treatment	Electronic
<b>Reserved for</b>	(UR-01, OBC-01, SC-01)	Un-reserved	OBC
<b>Qualification</b>	<b>Essential:</b> Matriculation from recognized Board/ Institution with I.T.I in Turner / Miller / Grinder / Machinist / Miller Right Fitter / Tool & Die making from recognized institute	<b>Essential:</b> Matriculation from recognized Board/ Institution with 02 years certificate course in Heat Treatment from SIDO Tool Room.	<b>Essential:</b> Matriculation from recognized Board/ Institution with I.T.I in Electronic from recognized institute
	<b>Desirable:</b> Certificate course in CAD/CAM/CNC		<b>Desirable:</b> Training in electrical / electronic maintenance of machine tools
<b>Experience</b>	<b>Essential:</b> One Year practical experience in reputed Tool Rooms/Industrial Institutes		
	<b>Desirable:</b> Operations in Tool Design / Manufacturing / CAD / CAM / CNC Machining / Heat Treatment / Welding		<b>Desirable:</b> Operations in PLC Programming / Robotics / CNC Maintenance

Maximum Age: 30 years as on 06.06.2023. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Phase – V, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023** till **05.30 PM**.

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**DETAILS OF QUALIFICATION, EXPERIENCE & OTHER CONDITIONS FOR THE POST  
OF LOWER DIVISION CLERK**

**Lower Division Clerk:** 03 Posts (Un-reserved) in 2<sup>nd</sup> Level of Pay Matrix (Basic Pay-Rs.19,900/-) plus allowances. Maximum Age: 30 years as on **06.06.2023**. Relaxable of 5 years for SC/ST/internal candidates and 3 years for OBC.

**Educational Qualifications:**

**Essential:** Graduate in any discipline from a recognized University/Institution or equivalent with English typing speed of 30 w.p.m.

**Desirable:** Knowledge in computer working.

**EXPERIENCE:**

**Essential:** 03 Year experience in Accounts / Store /Administration in a reputed organization.

**Desirable:** EPF, ESI, Factory Act compliance and Oral/Writing proficiency in English/Hindi/Punjabi.

The appointment would be on contract basis for a period of 5 years initially, with further extension based on review of performance of the individual.

Each application filled in the prescribed format giving full details along with self-attested copies of educational and experience certificates should reach, **The General Manager, Central Tool Room, A-5, Phase – V, Focal Point, Ludhiana**. Those who are employed in Govt., Public Sector undertaking/autonomous bodies should send their applications through proper channel. Late applications will be summarily rejected. CTR reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof. Last date of submission of application (as per prescribed format) by **06.06.2023** till **05.30 PM**.

**GENERAL MANAGER**