



**MSME-TOOL ROOM, HYDERABAD
CENTRAL INSTITUTE OF TOOL DESIGN**

(A Government of India Society, Ministry of MSME)
Balanagar, Hyderabad, PIN-500 037



Walk - in Interview

Notification No. CITD/Purchase/March/24

Date: - 20th March, 2024

CITD intends to engage suitable candidates in the following post which are purely on consolidate payment and on contractual basis initially for a period of 11months, which will be renewed from time to time on performance review of the candidate and need of the institute.

Administrative Assistant (Purchase)

Essential Qualification: - Any Graduate with typing speed 35 wpm.

Experience:- Should have expertise in handling day to day administration work of any higher educational institutions/Industries for at least 1 year and with proficiency in Word, Excel and Power Point.

Preferred Age:- 25 to 40 years.

Date of Interview – 23rd March, 2024

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

Registration Time: 09:30 AM to 12:30 PM.

N.B.: - No applicants will be entertained after 12:30 PM.

Sd/-
Principal Director