

WALK-IN-INTERVIEW

CTTC-Bhubaneswar urgently requires suitable candidates to fill the following positions *purely on fixed-term contract* basis. The selected candidates will be posted at CTTC, Bhubaneswar, its Extension Centre's and Mini Tool Rooms across the State of Odisha.

Positions :

- 1) CNC Machine Operator
- 2) Faculty (English)
- 3) Assessment Coordinator
- 4) Office Management Associate

Selection Process :

- Walk-in-Interview
- Interview Date :- 11.10.2025
- Reporting Time :- 9:00 AM to 10:30 AM
- Venue :- CTTC, Bhubaneswar

For further details, please visit our website www.cttc.gov.in



सत्यमेव जयते
Ministry of MSME
Govt. of India

CENTRAL TOOL ROOM & TRAINING CENTRE

(Ministry of Micro, Small & Medium Enterprises, Govt. of India)

B-36, Chandaka Industrial Area, Bhubaneswar-751024, Odisha

E-mail : cttc@cttc.gov.in, Website : www.cttc.gov.in



ISO-9001 : ISO-14001
OHSAS 18001

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CTTC-Bhubaneswar urgently requires suitable candidates to fill the following positions *purely on fixed-term contract basis*. The selected candidates will be posted at CTTC, Bhubaneswar, its Extension Centres and Mini Tool Rooms across the State of Odisha.

1) CNC Machine Operator

- Basic Qualification** Diploma in Mechanical Eng or ITI in Machinist / Turning / Milling trade or equivalent from a recognized institute.
- Experience** Minimum **2 years** of hands-on experience in operating CNC Turning and/or Milling machines.
- Skill Set** Sound knowledge on CNC machine operation (Turning/Milling),
- a) Ability to read and interpret engineering drawings,
- b) Proficient in using measuring instruments
- c) Proficient in using measuring instruments like Vernier Calliper, Micrometre, Height Gauge, Dial Indicator, etc.
- Age Limit** Maximum 30 years as on date of advertisement.

2) Faculty (English)

- Basic Qualification** Post-Graduation in English (B.Ed. / M.Ed. with English will be preferred).
- Experience** Minimum **2 years** of teaching experience.
- Skill Set** Excellent command with written and spoken English.
- Age Limit** Maximum 30 years as on date of advertisement

3) Assessment Coordinator

- Basic Qualification** Bachelor's Degree in Engineering (any discipline) from a recognized university/institute.
- Experience** Minimum 1 year of experience in a Tool Room or MSME Technology Centre.
- Must have hands-on experience in PHP (web-based applications or systems), Office Packages (MS Word, Excel, PowerPoint, etc.) Web development, SAP (ERP Software), Service activity, Software management & able to handle customer requirement
- Age Limit** Maximum 32 years as on date of advertisement

4) Office Management Associate

- Basic Qualification** MCA / B.Tech (Computer Science) / B.Sc. (Computer Science)
- Experience** Minimum 1 year. He / She must be able to communicate and prepare report (General /NSQF/ Financial)
- Age Limit** Maximum 32 years as on date of advertisement.

Date of Interview:- 11.10.2025

Reporting Time :- 9:00 AM to 10:30 AM

Instructions for Candidates

Interested candidates must appear before the selection committee with following documents.

- Updated CV affixed with a latest passport-size photograph.
- Original academic and experience certificates for verification.
- Original Mark sheets for verification.
- One set of self-attested photocopies of all relevant documents.
- No TA/DA will be provided for attending the interview.

Candidates not meeting the eligibility criteria will not be considered. CTTC reserves right to shortlist the candidates and reduce/ increase the number of vacancies as per requirement.



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