



सत्यमेव जयते

**IDEMI**

**INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING INSTRUMENTS  
MSME TECHNOLOGY CENTRE, MUMBAI**  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES GOVERNMENT OF INDIA

## **AD - HOC RECRUITMENT - NOTICE**

**Applications are invited for the below mentioned posts  
on Ad-Hoc Contract Basis Location Mumbai & Bengaluru**

<b>Sr. no</b>	<b>Name of the Posts</b>	<b>Age Limit</b>	<b>Number of Posts</b>
1.	<b>Graphics &amp; UI/UX Designer</b>	<b>40 Years</b>	<b>01</b>
2.	<b>Web Designer &amp; Developer</b>	<b>40 Years</b>	<b>02</b>
3.	<b>3D Animator &amp; VFX Faculty</b>	<b>40 Years</b>	<b>02</b>
4.	<b>Senior Calibration Consultant</b>	<b>62 Years</b>	<b>01</b>
5.	<b>Embedded Engineer</b>	<b>40 Years</b>	<b>02</b>
6.	<b>Senior Electrician</b>	<b>40 Years</b>	<b>01</b>
7.	<b>Electronics Faculty</b>	<b>40 Years</b>	<b>02</b>
8.	<b>Receptionist cum Telephone operator</b>	<b>30 Years</b>	<b>01</b>
9.	<b>Account Assistant</b>	<b>30 Years</b>	<b>01</b>

**For Application form & more information Please Visits  
IDEMI Website (<https://idemi.org/careers>) Kindly  
Download it and submit as per prescribe format along  
with a softcopy of relevant documents (Mentioned in  
application form) to [placement@idemi.org](mailto:placement@idemi.org) by email on  
or before 10/8/2024**

**Address: Swatantyaveer tatyatope marg, Eastern Express  
highway, Opp Everad nagar, Sion, chunabhatti Mumbai - 400022**

**Mob: 7666688990 / 9082987094**



**Institute for Design of Electrical Measuring Instruments, Mumbai - 22**  
(Govt. of India Society under Ministry of MSME)  
Eastern Express Highway, Chunabhatti, Sion P.O., Mumbai- 400 022



Institute for Design of Electrical Measuring instruments (MSME-TC), Mumbai is a Government of India Society, a renowned Institute to provide services to Micro, Small & Medium Enterprises in the field of Design & Development, Calibration & Testing of Mechanical, Electrical, Electronic & Process Control Instruments / Equipment's / Products / Appliances etc. Institute also undertakes Design & Manufacture of high-quality tools and machining of precision components. Institute also conducts Training Programmed in Electrical, Electronics Mechanical & Information Technology fields.

Institute for Design of Electrical Measuring instruments (MSME-TC), Mumbai invites application from dynamic, result oriented persons in the respective fields for filling up the following Ad-hoc posts on contract basis.

Sr. No	Name of the Posts (Ad-hoc)	Max. age in yrs.	No. of Posts
1)	<b>GRAPHICS &amp; UI/UX DESIGNER</b>	40 Years	01
2)	<b>WEB DESIGNER &amp; DEVELOPER *</b>	40 Years	02
3)	<b>3D ANIMATOR &amp; VFX FACULTY *</b>	40 Years	02
4)	<b>SENIOR CALIBRATION CONSULTANT</b>	62 Years	01
5)	<b>EMBEDDED ENGINEER *</b>	40 Years	02
6)	<b>SENIOR ELECTRICIAN</b>	40 Years	01
7)	<b>ELECTRONICS FACULTY *</b>	40 Years	02
8)	<b>RECEPTIONIST CUM TELEPHONE OPERATOR</b>	30 Years	01
9)	<b>ACCOUNT ASSISTANT</b>	30 Years	01

\* **One post each in Mumbai & Bengaluru.**

**QUALIFICATION & EXPERIENCE:**

**Sr. No. 1 – GRAPHICS & UI/UX DESIGNER**

**Qualification:**

**Essential** : Bachelor's Degree in Graphic Design, User Experience (UX) Design, User Interface (UI) Design, or related field.

**Desirable** : Experience in a creative agency or Design-focused environment.

**Experience:**

**Essential** : At least 1-2 years of professional experience in graphic design and UX/UI design. Proficiency in industry-standard design software such as Adobe Creative Suite (Photoshop, Illustrator, XD). Strong understanding of UX/UI design principles and best practices.: Ability to create user-friendly and visually appealing interfaces. Experience with user research and usability testing. Excellent communication and collaboration skills. Ability to work independently and meet deadlines

**Desirable** : 3+ years of experience in graphic design and UX/UI design. Familiarity with UI/UX design tools such as Figma, Sketch, or In Vision. Strong understanding of branding principles. Experience with motion graphics or animation (a plus).

## Sr. No .2 – WEB DESIGNER & DEVELOPER

### Qualification:

- Essential** : Bachelor's Degree in Computer Science, Web Design, Web Development, or related
- Desirable** : Specialized in Web Apps, Proficiency in HTML, CSS, JavaScript, and other relevant programming languages.

### Experience:

- Essential** : At least 1-2 years of professional experience in web design and development.  
: Proficiency in HTML, CSS, JavaScript, and other relevant programming languages.  
: Experience with responsive and mobile-first design principles.  
: Familiarity with design tools such as Adobe Creative Suite (Photoshop, Illustrator)  
: Strong understanding of user experience (UX) and user interface (UI) design principles.  
: Ability to create visually appealing and functional website layouts.  
: Knowledge of web accessibility standards and best practices.  
: Problem-solving skills and the ability to troubleshoot technical issues.  
: Excellent communication and teamwork skills
- Desirable** : 3+ years of experience in web design and development.  
: Experience with front-end frameworks/libraries such as React.js, Angular, or Vue.js.  
: Familiarity with back-end development and databases (e.g., MySQL, MongoDB).  
: Experience with content management systems (CMS).  
: Knowledge of search engine optimization (SEO) techniques.  
: Proficiency in graphic design and ability to create custom graphics and illustrations.  
: Experience with e-commerce platforms and payment gateways.  
: Knowledge of web performance optimization techniques.  
: Familiarity with web analytics tools (e.g., Google Analytics).

## Sr. No. 3 – 3D ANIMATOR & VFX FACULTY

### Qualification:

- Essential** : Any Graduation or equivalent in Animation, Art & Design or related discipline.
- Desirable** : BFA, MFA in Any Specialization or Equivalent / Relevant field experience

### Experience:

- Essential** : 2-3 years Practical knowledge of Animation, VFX, 3D Modeling, Texturing, Lighting, Rigging, AR/VR tools. Character animation, Compositing & Graphic, Editing photoshop, Maya, 3Ds Max, Blender, Zbrush Arnold, Vray, Adobe Premier pro, After effect AR/VR tools. visual designing, visual effects knowledge.

**Desirable:** Creativity, innovation and concept designing, teaching experience, Cinema 4D, Nuke, VFusion, Unity 3D.

## Sr. No. 4 – SENIOR CALIBRATION CONSULTANT

### Qualification:

- Essential** : Bachelor's Degree in Engineering /Technology
- Desirable** : Master Degree in Science/MBA.

### Experience:

- Essential** : Minimum 15 years of experience in calibration in Electrical & Electronics area.  
: Development and implementation of lab management system as per ISO/ IEC 17025:2017  
: Experience of delivering training related to ISO/IEC 17025 and other relevant topics.  
: Should have contacts/ relations with various industries/ laboratories for business development.  
: Hands on experience in calibration.
- Desirable** : A High degree of communication skill in Oral/written in English.  
: Experience in Marketing for calibration services, Knowledge of Testing.

### **Sr. No. 5 – EMBEDDED ENGINEER**

**Qualification:**

**Essential** : B.E/B.Tech Electronics/ EXTC/Mechatronics.

**Desirable** : B.E/B.Tech Electronics/EXTC/Mechatronics.

**Experience:**

**Essential** : Minimum 01-year Experience.

**Desirable** : 02-year Experience.

### **Sr. No. 6 – SENIOR ELECTRICIAN**

**Qualification:**

**Essential** : ITI (Electrician trade/ Wireman).

**Desirable** : Diploma in Electrical Engineering.

**Experience:**

**Essential** : 02 years' Experience in Electrical maintenance in any industry.

**Desirable** : Work experience in the operation of HT/LT/Services, maintenance of AC, Electrical machines, assisting substation maintenance, LT & HT wiring & regular electrical utility maintenance and services.

### **Sr. No. 7 – ELECTRONICS FACULTY**

**Qualification:**

**Essential** : B. E/ B.Tech Electronics/E XTC/Mechatronics.

**Desirable** : B. E/ B.Tech Electronics/E XTC/Mechatronics.

**Experience:**

**Essential** : Minimum 01-year experience.

**Desirable** : 02-year Experience.

### **Sr. No. 8 – RECEPTIONIST CUM TELEPHONE OPERATOR**

**Qualification:**

**Essential** : Degree from recognised university & should have completed course of telephone/ EPBX operator.

**Desirable** : Master Degree from recognised university.

**Experience:**

**Essential** : 3 years experience of telephone operator & front desk management.

**Desirable** : Good Knowledge of visitors handling & etiquette.

## **Sr. No. 9 – ACCOUNT ASSISTANT**

### **Qualification:**

**Essential** : B. Com from recognised university, with typing speed of 30 wpm.

**Desirable** : M. Com from recognised university, with typing speed of 30 wpm.

### **Experience:**

**Essential** : 03 years experience in account department Must have sound knowledge of GST Act, TDS & Income tax act and able to file GST & TDS return.

**Desirable** : Experience working with ERP system such as tally Software Handle to accounting activities, Preparation of balance sheet and income statement etc.

### **Conditions & how to apply:**

1. Application forms are available below.
2. Take a print out of the application form and fill up all details and attach recent passport size photo.
3. Self-attested photocopies of all relevant certificates must be attached along with the application.
4. Incomplete applications will be rejected.
5. If information provided is found to be false at any stage the candidate will be liable for rejection.
6. Candidates applying for more than one post should use separate form for each application.
7. IDEMI Management reserves the right to alter eligibility criteria. Mere fulfillment of eligibility norms will not entitle a candidate to be called for interview and the decision of the Management shall be final and binding in this matter.
8. All applications should be emailed to [placement@idemi.org](mailto:placement@idemi.org) before the due date (10.08.2024) mentioned in the advertisement.
9. No TA/DA would be provided for attending the interview.



**11. Languages known: (Mark “ ✓ ” in the appropriate box)**

<b>Sr. No.</b>	<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>

**12. Any other information:**

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I ..... hereby declare that all statements Made in this application are true, complete & correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of the said advertisement can be instituted by me only at Mumbai and Courts/Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute. I undertake to abide by all the terms and conditions in the advertisement given by IDEMI.

**Place:**

**Date:**

**Signature of the Candidate**