MINISTRY OF MSME, GOVERNMENT OF INDIA

# Indo Danish Tool Room, Jamshedpur

**(Ministry of MSME - Govt. of India)**

**Website: www.idtr.gov.in; mail id: reach@idtr.gov.in**

## Faculty, OJT Personnel required on Ad-hoc Annual Contractual Basis

Indo Danish Tool Room, Jamshedpur invites applications for engagement of persons as **Faculty, OJT Personnel** for various departments on ad-hoc contractual basis.

**Date of Interview& Venue:**

**IDTR-Jamshedpur** – 20th & 21st November 2026 (Friday & Saturday), **Venue** – Auditorium, IDTR-Jamshedpur

For EC-Patna, MSME TC- Patna and EC- Varanasi the interviews will be conducted at IDTR-Jamshedpur on the same date.

**Address:** IDTR, Jamshedpur - M-4, Part Phase VI, Tata Kandra Road, Gamharia, Jamshedpur, 832108.

**Mode of Engagement:** OJT

**Mode of Selection:** Skill Test/ Written Test followed by an Interview or as decided by the management.

## Details of Requirement:

| S. No. | Job Description | Qualification & Experience |
|---|---|---|
| 1 | **OJT**<br>**Faculty (For Theory and Practical)** | **Qualification:**<br>B. Tech / M. Tech (Mechanical Engr.) with minimum 1-3 years of experience.<br>**Experience:**<br>Candidates with experience in handling theory subjects and demonstrate practical. |
| 2 | **OJT**<br>**(Training Dept.)** | **Qualification:**<br>Bachelor's Degree (BCA, B. Sc IT or equivalent) or a relevant technical diploma, with mandatory certification in Computer Application (DCA/ ADCA)<br>**Experience:**<br>1-3 years of experience in educational data entry and portal experience, advanced excel skills, fast typing and knowledge of basic troubleshooting.<br>Drafting and communication, creating results, schedules, circulars and notices.<br>Candidate should be able to work at any section of department as & when required in training center admission activities, including taking computer related theory classes of ITI course students. |

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| **3** | **OJT**<br>**(Training Dept.)** | **Qualification:**<br>DCA/ COPA/ ITI/ Diploma/ Graduation<br>Able to operate computer with MS Word, MS Excel (with Formulas), scanning, emailing, exam conducting, etc.<br>**Experience:**<br>Candidate should be able to work at any section of department as & when required in training center activities.<br>Candidate may engage with agreement bond of min. 2 years and increment as per performance. |
| **4** | **OJT**<br>**(Training Dept.)** | **Qualification:**<br>MBA/ B. Tech/ Diploma in electrical, mechanical, or production engineering.<br>**Experience:**<br>1 -3 years of experience in technical training, industrial quality and safety management etc.<br>Knowledge of TQM & ISO (SS/ Lean), industrial exposure, ability to deliver structured lectures to diploma students.<br>Demonstrate/guide industrial project of students evaluating performance and student mentoring. |
| **5** | **OJT**<br>**(Heat treatment Assistant)** | **Qualification:**<br>ITI/ Diploma<br>**Experience:**<br>Should have knowledge of heat treatment and work in shifts. |
| **6** | **OJT**<br>**(EDM / WEDM operator)** | **Qualification:**<br>ITI/ Diploma<br>**Experience:**<br>To understand drawing knowledge of EDM/ WEDM operating & programing knowledge of tool room machines. |
| **7** | **OJT**<br>**(CNC Operator)** | **Qualification:**<br>ITI<br>**Experience:**<br>Should be able to study engineering drawing, Knowledge of measuring instrument, job clamping, cutting tools, work offset, tool offset, etc. |

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| **8** | **OJT**<br>**(MSME Co-Ordinator/ Sales Engr.)** | **Qualification:**<br>Diploma/ B. Tech in mechanical/ Production Engr./ Tool & Die Making)<br>**Experience:**<br>To read Engineering Drawing.<br>To speak in Hindi and English.<br>Should have knowledge of working in excel, word, ppt.<br>To generate business from local MSME.<br>Should have sales experience.<br>Must have 2-wheeler with valid licence. |
| **9** | **OJT**<br>**(Administration)** | **Qualification:**<br>Graduate in any discipline/ BBA/ BA or equivalent.<br>**Experience:**<br>Knowledge of excel and computer operations.<br>Ability to maintain attendance, leave, shift and overtime records accurately.<br>Familiarity with biometric attendance systems.<br>Freshers may apply, candidates with 1-2 years of relevant exp. will be preferred. |
| **10** | **OJT**<br>**(For IDTR-Jamshedpur and EC-Patna, as per the requirement)** | **Qualification:**<br>ITI Machinist/ Turner/ Welder/ Fitter/ Electrician from a recognized institution<br>**Experience:**<br>Min. 2-3 years of relevant industrial experience in related trade.<br>Practical knowledge in above trades.<br>Ability to impart practical training to ITI/ Diploma students, if required. |
| **11** | **OJT**<br>**(Administration-For MSME TC-Patna)** | **Qualification:**<br>Graduate in any discipline/ BBA/ BA or equivalent.<br>**Experience:**<br>Read, write and speak Hindi and English.<br>Should have knowledge working on computer. |
| **12** | **OJT**<br>**(Training Faculty- For IDTR-Jamshedpur, EC-Patna and EC Varanasi)** | **Qualification:**<br>Diploma/Degree in Electrical Engineering from a recognized institution.<br>**Experience:**<br>Teaching/training experience in a relevant field will be preferred.<br>Practical knowledge of electrical machines, electrical maintenance, wiring, electrical measurements and industrial electrical systems will be an added advantage.<br>Familiarity with modern teaching methodologies, laboratory practices and hands-on technical training. |

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| **13** | **OJT**<br>**(Accounts)** | **Qualification:**<br>B. Com/ ICWA/ M. Com<br>**Experience:**<br>Knowledge of accounting/ BRS/ TDS/ GST/ Finalization of balance sheet<br>Candidate with 1-3 years of experience will be preferred |
| **14** | **OJT**<br>**(Networking and System Administration- For IDTR-Jamshedpur and EC-Patna)** | **Qualification:**<br>Diploma / BCA / B.Sc. (Computer Science / IT) / B.Tech. (Computer Science / IT) or equivalent qualification<br>**Experience:**<br>Knowledge of Computer Networking, LAN, WAN, TCP/IP, routers, switches, firewalls and Wi-Fi configuration.<br>Knowledge of Windows and Linux Operating Systems, Server Administration and Active Directory.<br>Hands-on experience in network troubleshooting, hardware/software maintenance and system administration.<br>Knowledge of network security, data backup, antivirus management and IT infrastructure maintenance.<br>Freshers may also apply.<br>Candidates with 1–3 years of relevant experience will be preferred |

## Important Note

1. **Date of Reporting & Venue:**

   20th & 21st November 2026 (Friday & Saturday), **Venue** – Auditorium, IDTR- Jamshedpur

   For EC-Patna, MSME TC- Patna and EC- Varanasi, the interviews will be conducted at IDTR-Jamshedpur on the same date.

2. **Reporting Time:** Between 09:00 am to 10:00 am. *(No entry shall be permitted after 10:00 am).*

3. **Address**:

   IDTR, Jamshedpur - M-4, Part Phase VI, Tata Kandra Road, Gamharia, Jamshedpur, 832108.

4. **Documents Required**: Applicants must bring self-attested copies of the following along with their application:
   - ❖ Certificates of Educational Qualifications
   - ❖ Experience Certificates
   - ❖ Date of Birth (DOB)/ Valid ID Proof
   - ❖ Two recent passport-size photographs

5. **Experience Criteria**: Only full-time experience in the relevant field, acquired after completion of the essential qualification and within the closing date of application receipt, shall be considered. Applicants must enclose experience certificates issued by the Head of the Organization/Department, clearly specifying the duration of employment at each post (with date, month, and year), field of experience, basic/consolidated pay and the nature of duties performed along with the skills acquired during the respective tenure.

6. **Disqualification**: Suppression of facts, furnishing of false information, or canvassing in any manner will lead to disqualification.

7. **Rejection of Applications**: Incomplete applications, those lacking essential documents or those not meeting eligibility criteria shall be summarily rejected without further correspondence.

8. **Additional Engagement**: Selected candidates may also be assigned other academic/administrative tasks as and when required.

9. **Remuneration**: Shall be decided based on suitability, domain knowledge, qualifications, skill set and relevant experience. However, there shall be no restriction on remuneration for deserving candidates. Posts are transferable in nature and may be assigned to any EC.

10. **Nature of Engagement:** Engagement shall be on ad-hoc contractual basis on yearly basis & further extendable based on satisfactory performance.

**General Manager**
**IDTR- Jamshedpur**