

**MSME TOOL ROOM, HYDERABAD  
CENTRAL INSTITUTE OF TOOL DESIGN  
Balanagar, Hyderabad – 500 037**

**Eligibility Criteria for the post of Hostel Warden**

SNO	Description	Eligibility
1	Qualification	Any Degree
2	Gender	Male
3	Age	Below 50 years
4	Experience	5 years and above in any educational institutions/ university/colleges

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**Eligibility Criteria for the post of Purchase Engineer**

SNO	Description	Eligibility
1	Qualification	Degree in Mechanical Engineering
2	Gender	Male
3	Age	Below 40 years
4	Experience	2 years and above in any Manufacturing industry / Tool Room organization

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**Eligibility Criteria for the post of Mechanical Maintenance Engineer**

SNO	Description	Eligibility
1	Qualification	Diploma / Degree in Mechanical Engineering or any other equivalent qualification
2	Gender	Male
3	Age	Below 40 years
4	Experience	4- 5 years relevant experience in machine maintenance

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**Eligibility Criteria for the post of Electrical & Electronic Maintenance Engineer**

SNO	Description	Eligibility
1	Qualification	Diploma / Degree in Electrical & Electronic Engineering or any other equivalent qualification
2	Gender	Male
3	Age	Below 40 years
4	Experience	4- 5 years relevant experience in machine maintenance

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**Eligibility Criteria for the post of IT Manager**

SNO	Description	Eligibility
1	Qualification	Diploma / Degree in ECE / IT or any other equivalent qualification
2	Gender	Male
3	Age	Below 40 years
4	Experience	Above 10 years experience in IT / Networking

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**Hostel Warden - Job Description**

**Reporting to : Deputy Director ( Trg)**

**Roles & Responsibilities of Warden:**

- Warden will allot hostel rooms and guest rooms and supervise them.
- Warden will maintain the resident students register and the guest room register.
- Warden shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
- Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Warden all cases of misbehavior, indiscipline, and sickness of the residents in his or her charge.
- Warden should be available in the hostel office everyday at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
- Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and as well as the administration and security of the particular hostel
- Warden can transfer a resident from one wing of the hostel to another.
- Warden can sanction repairs to furniture in emergent cases.
- Warden will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
  
- Warden will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Supervisor
- Warden will periodically verify the furniture and fittings of the hostel, and take action for their repairs/replacement or for obtaining additional furniture.
- Warden will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- Good Communication skills (English, Hindi & Telugu).
- Any other work assigned by Management from time to time.

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**Purchase Engineer - Job Description**

**Reporting to: Assistant Director (Admin/Accts)**

**Roles & Responsibilities:**

- Identification of all requirements in requisition for purchase issued by Production/ Tool Rooms/Maintenance depts. of Hyderabad and its sub centers & extension centers.
- Receiving the price quotations (competitive quotes)
- Prepare schedules of comparison
- Coordinate with User dept & suppliers for finalization of quantity and quality
- Ensure that all potential suppliers are provided with identical information upon which the quotations are given equal opportunity to meet the desired requirements.
- Negotiate the best payment terms and conditions, maintaining high level of integrity.
- Keep accurate records/documents to justify the process and any other related decisions made in procurement of raw materials / tools etc..
- Issuance of Purchase order
- Tracking and expediting of shipment.
- Keep updated with market developments and assist in vendor development & its registration with CITD.
- Arrange and participate in meeting between suppliers/vendors and user dept to facilitate standardization and economical procurement.

**Education & Skills:**

- Degree in Mechanical Engineering
- 2-3 years of procurement experience in manufacturing industry / Tool Room organization is desirable.
- Good English written and spoken, High Computer skills

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**Mechanical Maintenance Engineer  
And  
Electrical & Electronics Maintenance Engineer  
Job Description**

**Reporting to: HOD (Maintenance)**

**Roles & Responsibilities:**

**Mechanical:** Engineer shall able to repair the mechanical breakdown of Conventional & CNC Machines.

**Electrical & Electronics:** Engineer shall able to repair the CNC & Conventional Machines.

**Skill set :** Hand on experience of maintenance of CNC & Conventional Milling , Lathe machines , Surface grinding and Cylindrical grinding machines etc.

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**IT Manager  
Job Description**

**Reporting to: HOD (IT dept)**

**Roles & Responsibilities:**

1. Able to lead and handle IT dept independently.
2. IT & Networking related works, Video Conferencing setup, New Software installations and adaption for the organization.

**Qualification:** Diploma / Degree ( ECE / IT) & Networking Certification is mandatory

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