

INSTITUTE FOR AUTOPARTS & HAND TOOLS TECHNOLOGY, LUDHIANA

(Institute is registered under Society Registration Act, 1860)

A-9, Phase-V, Focal Point, Ludhiana.

Tel. No. 0161-2674597, 5022597.

Eligible candidates are invited for a Walk-In-Interview 18-04-2022, 21-04-2022 and 27-04-2022 between 10.30AM to 4.00 PM in the Institute for the following vacancies :

- 1. Store Officer (01) :** B. Com with knowledge of computers and Accounts. Minimum 6-year experience in the Industry in Store matter. Desirable skill: Well versed with working on Tally, having knowledge of prevailing practices of the Store and Inventory management. Good Communication and Inter Personnel Skill.
- 2. Account Assistant (01) :** B. Com with knowledge of computers and Accounts. Minimum 2-year experience in the industry in accounts matter. Good Communication and Inter Personnel Skill. Desirable skill: Well versed with working on Tally, have knowledge of prevailing account practices, handling of Statutory Audit preparation of Annual Accounts. Knowledge of Statutory requirements relating to Financial Control, Financial Management and Accounting. Good Communication and Inter Personnel Skill.
- 3. Operation Executive (01) :** Engineer Graduate with MBA, supported by 2 -3 years relevant experience and to Manage Marketing Activities, Outreach Communication like Website, Social Media, and Digital Marketing, Organizing Workshop Events, Networking Seminar etc.
Desirable skill: Experience of Incubation Activities will be given preferences. Good Communication and Inter Personnel Skill.
- 4. Marketing Assistant (01) :** Graduation with 50% marks in any stream. Preference will be given to inline experienced candidate. Knowledge of Microsoft word and excel is must. Fresher can apply for the same. Good Communication and Inter Personnel Skill.
- 5. Admin. Clerk (01) :** Graduate with knowledge of computer and having 1 year experience in the Industry with computer literacy along with experience of handling administrative job viz. ESI, PF, Time keeping etc. Good Communication and Inter Personnel Skill.
- 6. Store Clerk / Computer Operator (02) :** Graduation with 50% marks in any stream with diploma in computer or BCA. / MCA first class degree from college / university of repute.
- 7. Computer Operator (02) :** Graduation with 50% marks in any stream with diploma in computer or BCA. / MCA first class degree from college / university of repute.
- 8. Electrician (HSO) 01 :** Diploma in Electrical Engg. from college/ school of repute minimum 7 years' experience in electrical & general maintenance.
- 9. Heat Treatment Foreman (SO) 01 :** Matric + Vocational course/ ITI / CTR course in HT with 04-year experience in a reputed Heat Treatment shop or industry OR B.Sc. / Diploma in Metallurgy with 2 years of experience in HT.
- 10. Furnace Operator (SO) 02 :** Literate with 03 year of experience or Matric + Vocational / ITI / CTR certificate course in HT with minimum 01-year experience.
- 11. Electrician (SO) 01 :** Matric with ITI / ATI in Electrical Trade from college / school of repute minimum 2 years' experience in electrical & maintenance.
- 12. Machine Operator (SO) 02 :** Matric with ITI / ATI with 02 years' experience in the machining line like CNC Milling, CNC Turning/ CNC Grinding / Lathe machine in some Engg. Industry of repute or Tool Room.
- 13. Technical Assistant / Fitter (SO) 02 :** Matric with ITI / ATI in mechanical / fitter / plumbing / welding with minimum 02 years inline experience of some Engg. Industry of repute or Tool Room.
- 14. Electrician (SSO) 01:** Matric with ITI / ATI in Electrical Trade from college / School of repute. (Electrician) minimum 01 years' experience in electrical maintenance.
- 15. Machine Operator (SSO) 02 :** Matric with 01 year experience or Matric + Vocational course or ITI with on the respective machines like CNC Milling, CNC Turning / CNC Grinding / Lathe machine in some Engg. Industry of repute or tool room.
- 16. Graduate Trainee Engineer (01) :** B.E/ B. Tech Welding Technology/Engg. in 1st division from college/university of repute.
- 17. Graduate Trainee Engineer (01) :** B.E/ B. Tech Metallurgical Engg. in 1st division from college / university of repute.
- 18. Trainee Diploma Engineer (02) :** Diploma in Mechanical Engg. in 1st division from college / university of repute.
- 19. Trainee Diploma Engineer (02) :** Diploma in Electrical Engg. in 1st division from college / university of repute.
- 20. Trainee B.Sc. (01) :** B.Sc. (Non-Medical) with 50% marks.

All interested candidates are required to bring their resume, giving complete details along with attested copies of all relevant certificates with original. Salary structure as per the Society Rules. In case of trainee selected candidate shall be given a consolidated stipend during the training period and suitable candidates will be absorbed in the Institute after their successful completion of training. No TA/DA will be given for attending this walk-in-interview.

The General Manager reserves the right to cancel the filling of above posts without assigning any reason.

Admn-in-Charge

24x8

Advertise on 10/04/2022
The Tribune, HT & Dainik Jayron