

IDEMI (MSME, Technology Centre), 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 / Equipments / Products / Appliances etc. Institute also undertakes Design & Manufacture of high quality tools and machining of precision components. Institute also conducts Training Programmes in Electrical, Electronics Mechanical & Information Technology fields. IDEMI (MSME, Technology Centre), Mumbai invites application from dynamic, result oriented persons in the respective fields for filling up the following posts.

Sr. No.	Name of the Post	Pay Scale Rs.	Max. Age in yrs. (As on 01.12.16)	No. of Posts			
				GEN	SC	OBC	ST
1	Senior Technical Assistant (STA)	PB - 2 - 9,300 - 34,800/- (G.P.- 4200)	30 years	3	-	1	1
2	Junior Technical Assistant (JTA)	PB - 1 - 5,200 - 20,200/- (G.P.- 2800)	30 years	6	2	-	1
3	Upper Division Clerk	PB - 1 - 5200 - 20,200/- (G.P.- 2400)	30 years	3	-	-	-
4	Technician (Skilled Worker)	PB - 1 - 5200 - 20,200/- (G.P.- 2400)	30 years	2	-	1	1
5	Hindi Typist	PB - 1 - 5,200 - 20,200/- (G.P.- 1900)	30 years	1	-	-	-

Application forms are available on web site (www.idemi.org).

Age Limit: Relaxable up-to 5 yrs. for SC/ST/ Internal candidates and 3yrs. for OBC candidates. Reservation in post for PH Candidates as per Govt. rules. **ABOVE POST ARE PURELY ON CONTRACT BASIS.**

QUALIFICATION & EXPERIENCE:

Sr. No. 1 – Senior Technical Assistant

Qualification:

Essential: Degree/Diploma in Electrical/Electronics/Mechanical/Instrumentation/Tool Design or equivalent from a recognized University/Institution.

Desirable: Post Graduate Diploma in Engineering/Tool Design/Production/CAD/CAM or equivalent from recognized University/Institution.

Experience:

Essential: 'Nil' for Degree holders and 3 years for Diploma Holders in Tool Room/recognized Technical Training Institution.

Desirable: Practical experience in Electrical/Electronics/Instrumentation/operating machines in tool production involving CAD/CAM/CNC.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 2 – Junior Technical Assistant**Qualification:**

Essential: Diploma in Electrical/Electronics/Instrumentation/Mechanical Engineering/ Tool Design or equivalent from a recognized University/Institution.

Desirable: Training in CAD/CAM/CNC.

Experience:

Essential: One year experience in the relevant trade.

Desirable: Knowledge of operation of Computers.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 3 – Upper Division Clerk**Qualification:**

Essential: Degree in Arts/Science/Commerce from a recognized University/Institution with possessing certificate in Typing (Lower).

Desirable: Diploma in office procedures & secretarial work. Knowledge of operation of computers.

Experience:

Essential: 4-year experience in Accounts/Purchase/Establishment in a reputed organization. Experience of PF, ESI accounts/Stores, Factory Act, etc.

Desirable: -----

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 4 – Technician**Qualification:**

Essential: ITI Certificate in Machinist/Turner/Fitter/Electrician/Electronics/Miller Right Fitter/Tool Room Certificate Course (2 years) from SIDO Tool room or from a recognized Institute or equivalent (exact trade shall be notified at the time of recruitment by the Appointing Authority).

Desirable: Training in CAD/CAM/CNC

Experience:

Essential: 5-year experience in operation of machines and equipment of a Tool Room or fitting/assembly of tools/ heat treatment,

OR

5-year experience in maintenance in a Tool Room or precision engineering workshop preferably in maintenance of CNC machines,

OR

5-year experience in Electrical maintenance including maintenance of CNC machines and CAD/CAM equipment.

Desirable: Practical experience in working with CNC machines and CAD/CAM equipment and their maintenance.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 5 – Hindi Typist**Qualification:**

Essential: Degree in Arts/Commerce/Science from a recognized University/Institution or equivalent with Hindi typing speed 30 w.p.m.

Desirable: Knowledge in computer working.

Experience:

Essential: 3 years' experience (in the Hindi Cell) in Hindi typing in reputed organization.

Desirable: ---

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

PERK & ALLOWANCES: These post besides pay scale carry attractive fringe benefits such as Dearness Allowance facility, House Rent Allowance, Transport Allowance, LTC, CPF, Gratuity, Medical Allowance etc. Higher star in salary can be considered for exceptionally meritorious, qualified and experienced candidates.

HOW TO APPLY: The Application format is available in web site (www.idemi.org).

Attested photocopies of relevant certificates in respect of qualification, date of birth, etc. should be enclosed with the application. Incomplete application will be rejected. If information provided is found false at any stage the candidate will be liable for the rejection.

Candidates apply for more than 1 post should apply separately. Person working in Govt. & Quasi Govt. or public sector undertaking should apply through proper channel with NOC copy. The envelope containing Application Form must be super scribed in bold letters as "APPLICATION FOR THE POST OF:
_____"

MANAGEMENT RESERVES THE RIGHT TO ALTER THE ELIGIBILITY STANDARDS. MERE FULFILMENT OF THE ELIGIBILITY NORMS WILL NOT ENTITLE A CANDIDATE TO BE CALLED FOR INTERVIEW AND THE DECISION OF THE MANAGEMENT IN THIS REGARDS SHALL BE FINAL & BINDING.

APPLICATION MUST REACH ON OR BEFORE 26th JANUARY, 2017 TO: THE MANAGING DIRECTOR, INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING INSTRUMENTS, EASTERN EXPRESS HIGHWAY, CHUNABHATTI, SION P.O., MUNBAI – 400 022 ONLY BY ORDINARY POST.

Application filled in prescribed format (Available on web site) along with required DD of Rs. 300/- for STA, JTA, Upper Division Clerk, Hindi Typist, Technician (Only for General Category Candidates & those are applying for General Post). DD should be drawn in favour of "IDEMI MUMBAI".