

METAL HANDICRAFTS SERVICE CENTRE  
PEETAL NAGRI, RAMPUR ROAD,  
MORADABAD

Applications are invited from candidates who are having stipulated qualifications and experiences for the following short term temporary post for conducting Skill Development Training in the given fields as shown in the table

Sl. No.	Name of the Post	Qualifications & Experience	Remuneration per month (in INR)	Responsibilities	Number of Posts	Field of working
1	2	3	4	5	6	7
(i)	Accountant	M.com with minimum two years of experience and capable to work independently. Preference will be given to the person who can work with tally software.	30,000	To maintain all the records of accounts and advises of payments of training and reportable to the Training In Charge	1	Skill Development Training
(ii)	Training Assistant	Graduate with 5 years experience in General Office works with knowledge of Computer Operation or IT professional capable to present topics with power point presentation	25,000	To assist the Training In Charge in all the fields of works as and when required.	2	Skill Development Training
(iii)	Training Coordinators	Intermediate with two years experience in Office works with knowledge of computer operations	16,000	All the office and field works assigning to him from time to time	6	Skill Development Training
(iv)	Training Instructors	Graduate/ Diploma holders with 5 years experience in the field of training. In certain field the qualification would be relaxed as per the need, like in case of engraving etc. Shilp Guru/ Master Craftsman/ National Awardee will also be considered.	20,000	To instruct theoretical and practical classes of any one of the subjects of SDT as shown in column 7. and conduct examination and to maintain all the records of trainees The duration of each and every training would be one and half months each	As per the need	Proposed field of training: Welding and Soldering, Packaging, Etching and Cutting Technology, Laser Cutting Technology, Die Casting, Spinning Lathe works, Power Press Works, Quality Control, Computer Aided Designing, Adobe Photo Shop, Electroplating and Effluent Treatment, Lacquering and Painting, Powder Coating, Engraving, Merchandising with export documentation, Sheet Metal Works, Electrophoretic deposition (Bombay Gold)
(v)	Computer Maintenance person	ITI/Diploma Holder with 5 years experience in Computer maintenance. Knowledge in website maintenance and internet will be an added advantage	15,000	To maintain and update the software of all the computers as per the need	1	Skill Development Training
(vi)	Peon	High School	8,000	Take care of the usual works of a Peon	1	Skill Development Training
(vii)	Sweeper	-	6,150	To maintain the Skill Development Premises neat and clean	1	Skill Development Training

The applications showing name, age, qualifications, experience etc. with supporting documents may be sent, within 10 days of appearance of this advertisement, to  
The General Manager,  
Metal Handicrafts Service Centre,  
Peetal Nagri, Rampur Road,  
Moradabad – 244001  
Ph: 0591-2460131