

सेन्ट्रल मैन्युफैक्चरिंग टेक्नोलॉजी इन्स्टिट्यूट   
**CENTRAL MANUFACTURING  
TECHNOLOGY INSTITUTE**

(An Autonomous R&D Institute under Dept. of Heavy Industry, Ministry of Heavy Industries & Public Enterprises, Govt. of India)

Advt No: 09/2018

**Engagement of an “Accounts Associate ” on contract**

CMTI is currently looking for recruiting a bright and talented “Accounts Associate” on Contract basis.

Qualification & Age	Emoluments and Experience
<b>Essential:</b> Graduate in Commerce from any recognised university. <b>Desirable:</b> Tally ERP 9. Working Knowledge on MS Office. <b>Duration:</b> 3 years. <b>Age:</b> Max. 46 yrs	<b>Emoluments:</b> 1 <sup>st</sup> yr – 33000/- 2 <sup>nd</sup> yr - 35000/-, 3 <sup>rd</sup> yr - 38000/- <b>Desirable:</b> 10 years of post qualification working experience in any reputed organisation dealing with accounts and finance area from the reputed company/s.

Interested candidates, who fulfil all the above qualifications, experience may send the applications with copies of supporting documents/certificates, **in a sealed cover superscribed-** “**Application for Accounts Associate**” to: The Senior Administrative Officer, Central Manufacturing Technology Institute, Tumkur Road, Bengaluru-560022 on or before 07.05.2018. Incomplete applications are liable for rejection. For further details, please visit website: [www.cmti-india.net](http://www.cmti-india.net).

**“ Manufacturing-the uniquely, ubiquitous & perpetual human endeavour to advance overall quality of life”**

Senior Administrative Officer

**General Instructions :**

- a. Only Indian Nationals need apply;
- b. *The candidates are requested to possess the valid e-mail id which is to be compulsorily provided in the application.*
- c. In addition to the consolidated emoluments as above, CMTI will contribute provident fund of Rs.1800/= per month and reimburse the insurance premium for the coverage Rs. 3,00,000/=per year.
- d. No correspondence or enquiries will be entertained from the candidates about the recruitment process.
- e. Mere fulfilment of minimum requirements as laid down in the advertisement does not qualify a candidate to be called for interview.
- f. Post qualification means experience held after passing the graduation.
- g. No correspondence would be entertained with candidates not called for the interview/ not selected for appointment.
- h. Age specified above would be counted as on 31.05.2018.
- i. Canvassing in any form would be a disqualification.
- j. No other allowances/benefits is eligible.
- k. Candidates are required to submit Original Documents/ Certificates as proof of the details furnished in their applications at the time of Interview for verification, failing which they would not be allowed to appear for interview.
- l. The conditions may be relaxed in highly deserving /exceptional cases.  
The Institute reserve the right to adopt its own method of short-listing criteria for interview and is not obliged to shortlist all the candidate who fulfil the minimum requirement.
- m. No TA/DA will be paid for attending the interview/written examination.
- n. Leave- one day for each completed month.
- o. Interested candidates are requested to submit the application and photocopy of all certificates / mark sheets, pass port size photograph duly affixed on the application to: **The Senior Administrative Officer, Central Manufacturing Technology Institute, Tumkur Road, Bangalore-560 022, to reach on or before 07.05.2018.**