



एमएसएमई प्रौद्योगिकी केंद्र ग्रेटर नोएडा
MSME TECHNOLOGY CENTRE GREATER NOIDA
भारत सरकार की सोसाईटी, सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय



A GOVT OF INDIA SOCIETY Ministry of MICRO, SMALL AND MEDIUM ENTERPRISES

APPLICATIONS ARE INVITED FOR THE BELOW MENTIONED POSTS ON AD-HOC (01 YEAR CONTRACT) BASIS

Sr. No	Name of The Post	No of Post	Experience	Maximum Age as on Jan 2026	Proposed Gross Salary Range PM Per Individual
1.	Manager (Production)	01	3-5 Years	40 Years	As per the Industry Norms
2.	Operator (SMT Line)	02	3-5 Years	35 Years	
3.	Operator (3D Polymer Printer Large)	02	3-5 Years	35 Years	
4.	Conventional Machinist (Lathe & Milling)	02	3-5 Years	35 Years	
5.	Administrator	01	3-5 Years	35 Years	
6.	Storekeeper	01	3-5 Years	35 Years	
7.	Marketing Executive (Training & Production) (Consultant as per requirement)	02	3-5 Years	35 Years	
8.	Animation & Web Design Faculty	02	0-5 Years	30 Years	

SR. NO .01 – MANAGER (PRODUCTION)

EDUCATIONAL QUALIFICATION

Essential: Engineering Degree (Production/ Mechanical Engineering / Tool Design and Manufacturing / Tool Engineering) Or equivalent from a recognized university / Institution.

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

EXPERIENCE

Essential: Minimum **3-5 Years** Experience in Management of Design / Development / Consultancy in Electromechanical product – Assembly in a reputed ESDM/ Engineering Industry/ Tool room.

Desirable: Experience in the field of business development, Experience in Production Software such as PCB Software's as well as electronics design by using embedded software / AR / VR / AI. Knowledge in ISO 9001:2015 and AS9100

SR. NO 02 – OPERATOR (SMT LINE)

EDUCATIONAL QUALIFICATION

Essential: Diploma / Engineering Degree (Electrical / Electronics / Mechatronics) Or equivalent from a recognized university / Institution.

Desirable: Post Graduate Diploma in Engineering (Electrical / Electronics / Mechatronics) or equivalent from recognized University / Institution.

EXPERIENCE

Essential: Minimum **3-5 Years** Experience in operating SMT Line (PCB Assembly) machine.

Desirable: Knowledge of ISO: 9001:2015

PLOT NO 3 ECOTECH VIII, GREATER NOIDA INDUSTRIAL DEVELOPMENT AREA, NEAR SHAHID VINOD BHATI CHOWK KASNA, GREATER NOIDA, UTTAR PRADESH, INDIA – 201306,

Website: www.msmetcgnoida.org



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SR. NO 03 - OPERATOR (3D POLYMER PRINTER LARGE)

EDUCATIONAL QUALIFICATION

Essential: Diploma / Engineering Degree (Production/ Mechanical Engineering / Polymer / Mechatronics / Tool Design and Manufacturing / Tool Engineering) Or equivalent from a recognized university / Institution.

Desirable: Post Graduate Diploma in Engineering (Tool Design / Production / CAD/CAM) or equivalent from recognized University / Institution. Short-term certification in 3D Printing / Additive Manufacturing (Polymer).

EXPERIENCE

Essential: Minimum **3-5 Years** Experience in operating polymer 3D printers, preferably large-format machines.

Desirable: Knowledge of ISO: 9001, TPM Implementation.

• **SR. NO 04 – CONVENTIONAL MACHINIST (LATHE & MILLING)**

EDUCATIONAL QUALIFICATION

Essential: ITI, NCTVT, Milling, Machinist, Diploma in (Tool and Die Making / Mechanical Engineering / Production Engineering / Manufacturing Engineering),

Desirable: Engineering (Tool Design / Production / CAD/CAM) or equivalent from recognized University / Institution. Certification in Advanced Machining / Conventional Machine Tools. Knowledge of engineering drawing reading and GD&T

EXPERIENCE

Essential: Minimum **3-5 Years** Experience in operating Knee Type Vertical Milling Machine, Conventional Lathe. Experience in job setting, tool selection, machining operations, and inspection. Ability to work as per engineering drawings and tolerances

Desirable: Controller Knowledge such as Fanuc, Siemens 810D, 840D, Heidenheim and programming and operating of above controllers. Knowledge of ISO: 9001:13001 TPM Implementation

SR. NO 05 – ADMINISTRATOR

EDUCATIONAL QUALIFICATION

Essential: Bachelor's Degree in Arts / Commerce / Science / Management from a recognized University / Institution.

Desirable: Post Master's degree in management / public administration / human resource management / finance.

Diploma or Certification in Administration, HR, or Accounts (knowledge of Accounting software, Tally, GST/ Income Tax etc.)

EXPERIENCE

Essential: Minimum **3-5 years** of post-qualification experience in administration in a reputed organisation / PSU / Educational or R&D Institution.

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सूक्ष्म, लघु एवं मध्यम उद्यम
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Desirable: Experience in establishment matters, personnel administration, purchase procedures, contract management, statutory compliance and conversant with Government Rules and Regulation. Working knowledge of CCS rules, GFR, and office procedures.

SR. NO 06 – STOREKEEPER

EDUCATIONAL QUALIFICATION

Essential: Bachelor's Degree in Commerce / Science / Arts from a recognized University. Knowledge of basic inventory and store procedures.

Desirable: Diploma / Certificate in Store Management / Materials Management / Logistics. Proficiency in computer applications such as MS Excel and inventory management software.

EXPERIENCE

Essential: Minimum **3-5 years** of experience in handling stores, inventory, or materials in a reputed organisation / PSU / Industrial or Technical Organization. Experience in Inventory Management in tool room/ Engineering Organization and to be conversant with Procurement proceedings and documents as per GEM (Government E Marketing).

Desirable: Experience in handling technical tools, machinery spares, consumables, and production-related materials and to be conversant with Procurement proceedings and documents as per GEM Exposure to stock verification, audit, and purchase-related documentation.

SR. NO 07 – MARKETING EXECUTIVE (TRAINING & PRODUCTION)

(Consultant as per requirement)

EDUCATIONAL QUALIFICATION

Essential: Bachelor's degree in marketing / business administration / engineering / science / technology from a recognized University / Institution.

Desirable: MBA / PG Diploma in Marketing / Sales / Business Development. Exposure to skill development, training programs sponsored by respective State Govt./Central Govt. & others and industrial services to be rendered.

EXPERIENCE

Essential: Minimum **3-5 years** of post-qualification experience in marketing, business development, or institutional sales. Proficiency in computer applications such as MS Excel and Power Point.

Desirable: Experience in marketing training programs, technical services, production units, or MSME-related activities. Experience in industry liaison, client coordination, proposal preparation, and revenue generation.

SR. NO 08 ANIMATION AND WEB FACULTY

EDUCATIONAL QUALIFICATION

Essential: Bachelor's Degree / Diploma in Animation, Multimedia, Computer Science, IT, Fine Arts, or Design

OR Graduate with certified professional training in Animation & Web Technologies.

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Desirable: Master's Degree in Animation / Multimedia / Design / Computer Applications. Industry-recognized certifications in Adobe / Autodesk / Web Technologies

Skills/ Certification: Proficiency in Adobe Creative Suite, 3D software, Motion Graphics, Web design etc. Candidate must possess hands-on skills in Animation, Multimedia, and Web Technologies with relevant industry or government-recognized certifications.

EXPERIENCE

Essential: Nil.

Desirable: 0-5 Years experience 2D/3D Animation (Photoshop, Illustrator, After Effects, Premiere Pro, Blender/Maya), Web Design & Development (HTML, CSS, JavaScript, basic UI/UX). Practical exposure to project-based work

Eligible applicants are to submit their Resume along with Qualification and Experience certificates (Self Attested) and Aadhaar Card to the below mentioned Address / email on or before 31 March 2026.

Address: Msme Technology Centre, Greater Noida, Plot No. 3, EcoTech VIII, Greater Noida Industrial Development Area, Near Shahid Vinod Bhati Chowk, Kasma, Greater Noida, Uttar Pradesh - 201 306, India

Email: careers@msmetcgnoida.org

Website: www.msmetcgnoida.org

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