



INSTITUTE FOR AUTOPARTS & HAND TOOLS TECHNOLOGY, LUDHIANA

(Institute is registered under Society Registration Act, 1860)

A-9, Phase-V, Focal Point, Ludhiana. Tel. No. 0161-25674597, 5022597

Eligible Candidate are invited for a walk-in Interview on 30/11/2023 between 11:30 AM to 03:00 PM in the Institute for the following Vacancies:

S.No.	Post	Eligibility & Experience
1.	Account Assistant (Male only)	B. Com / M. Com from collage of repute/Govt. recognised university with minimum 03-04 years' experience in handling books of accounts of small/medium scale companies/ventures. Desirable Skill: Candidate must have knowledge of MS Office, Tally software, Prevailing account practices, Knowledge of management of incoming and outgoing material.
2.	Account Clerk (Male only)	B. Com/M. Com from collage of repute /Govt. recognised university with minimum 01 - 02 years' experience in handling books of accounts of small/medium scale companies/ventures. Desirable Skill: Candidate must have knowledge of MS Office, Tally software, Prevailing account practices, Knowledge of management of incoming and outgoing material.
3.	Admin Clerk	Post Graduate Diploma in HR Management activities/MBA (HR) with knowledge of Computer, 02-03 years' experience in HR and Administration. Desirable Skill: Candidate must have knowledge of PF / ESI / Industrial law & their compliance matters.Exposure to inspection, verification, Auditing of time keeping, making of wages, leaves and Overtime issues and pay roll.
4.	Billing Clerk (Male only)	Graduate with knowledge of computer, candidate having industrial experience in the billing generation/inventory handling will be preferred. Desirable Skill: Candidate with following skills given preference Having knowledge of MS office and Tally software. Prevailing general account practices with general purpose banking activities. Knowledge of management of incoming and outgoing material.
5.	Marketing Assistant (Male only)	Diploma in Mechanical/Production/Industrial Engg. In 1st division with Diploma/Post graduation in Marketing field from college/university of repute. Min. 02-year experience is required. Desirable Skill: Exposure on Management of outreach communications, Having exposure to design executes support and implement industry/industrial R&D centre outreach program and organise training activities, events, workshops, networking seminars. Having excellent communication skills in English, Hindi and Local Language. Good at using MS office suite efficiency, Power point presentation preparation and its delivery and office administration. Good to understand manufacturing domain. terminologies.
6.	Graduate Trainee Engineer (GTE)	BE / B. Tech in Electronics / Electronics & Instrumentation/Automation/Robotics/Mechatronics/ Electrical in 1st division from college/university of repute.
7.	Graduate Trainee Engineer (GTE)	B.E./B. Tech. in Mechanical Engineering in 1st division from college / university of repute.

Institute invites all eligible candidates to attend the Walk-in Interview. All candidates are required to bring their resume along with their original relevant certificates and attested copies of the same. No TA / DA will be given for attending this walk-in Interview.

Note: In case of Trainee recruitment, selected candidates shall be given a consolidated stipend during the training period. The General Manager reserves the right to cancel the filling of above posts without assigning any reason.

Admin-In-charge