

SITUATION VACANT

Advertisement No.: TRTC/Ghy/2025-26/40 Date: 29th Aug 2025

Tool Room & Training Centre, Guwahati, an Autonomous Body under Ministry of Micro, Small & Medium Enterprises, Government of India requires suitable candidates for filling up the following position on a purely contractual basis for a period of 11 months.

Sl. No.	Name of the Position	No. of Position	Eligibility Criteria	Experience Criteria	Remuneration	Date & Reporting Time of Interview
01.	Procurement Consultant	01 No.	Educational Qualification: B. Tech. / Bachelor's Degree in Commerce from a recognized University. Desirable Qualification: Post-Graduate Degree/MBA/Diploma in Procurement or Professional Certification. (Retired persons from Government, PSU or Corporate sectors with expertise in procurement will be given preference)	Experience: Minimum 3-5 years of relevant experience preferably in Government, MSME Units, PSU or Corporate sectors in Procurement Planning, Processes, Tendering, Bid Evaluation, etc. Age Limit: 60 years as on date of advertisement.	Commensurate /Negotiable as per Industry/TRTC, Guwahati Norms	Date: 08/09/2025 Reporting Time: 09:30 AM
02.	Procurement Assistant	01 No.	Educational Qualification: B. Tech. in Engineering / Bachelor's Degree in Commerce / Business Administration or equivalent from a recognized university. Desirable Qualification: Post-Graduate Diploma / MBA in Procurement or equivalent.	Experience: Minimum 2-3 years of relevant experience preferably in Government, MSME Units, PSU or Corporate sectors will be preferred in Procurement Support, Tendering through GeM, Bid Processing. Age Limit: 35 years as on date of advertisement.		Date: 09/09/2025 Reporting Time: 09:30 AM
03.	Administrative Assistant	01 No.	Educational Qualification: B. Tech. / Bachelor's Degree in Any Stream from a recognized University. Desirable Qualification: Post-Graduate Degree / Business Administration / Public Administration or related field from a recognized institution. • Skilled in Official Letter Drafting and PowerPoint Presentation, Knowledge of Government Procedures, Office Management Systems and e-Governance Tools. Proficiency in MS Office and Basic Computer Operations. Excellent written and verbal communication in English and the Local Language.	Experience: Minimum 3-5 years of experience preferably in Government, MSME Units, PSU or Corporate sectors. Coordination, Documentation and Record Management. Age Limit: 35 Years as on Date of advertisement.		Date: 10/09/2025 Reporting Time: 09:30 AM
04.	Placement Coordinator	01 No.	Educational Qualification: Bachelor's Degree in any discipline from a recognized University. Desirable Qualification: MBA/PG Diploma in HR/ Management will be preferred. • Aware about Recruitment Criteria & Labour Law, Knowledge of Industry Linkages, Mobilization and Conduction of Placement Drives, Career Counselling. Proficiency in MS Office, Documentation and Report Preparation. Good Communication and Interpersonal Skills.	Experience: Minimum 2-3 years of hands-on experience in Placement Coordination, HR Management and Skill Development Initiatives, with a strong focus on Student Mobilization, Industry Linkages. Age Limit: 35 years as on date of advertisement.		Date: 11/09/2025 Reporting Time: 09:30 AM
05.	Store Assistant	01 No.	Educational Qualification: Bachelor's Degree in Commerce from a recognized University. Desirable Qualification: Diploma/Post Diploma in Material Management/Tally. • Knowledge of Types of Taxes, Knowledge of Inventory Management, Record Keeping etc., Maintain Stock Records and Issue Materials. • Coding of Items, Ensure Proper Storage and Safety of Materials, Proficiency in MS Office and Basic Computer Operations.	Experience: Minimum 2-3 years of relevant experience in Store/ Inventory/Material Assistant Handling Stock Records, Inventory Management, Vendor Interactions etc. Age Limit: 35 years as on date of advertisement.		Date: 12/09/2025 Reporting Time: 09:30 AM

WALK-IN-INTERVIEW SCHEDULE :

VENUE : Tool Room & Training Centre, Guwahati, Near EPIP, Amingaon Industrial Area, North Guwahati Road, Amingaon, Guwahati – 31 (Assam).

HOW TO APPLY

- Candidates should bring their original documents along with one set of photocopies of Educational Qualification Certificates, Marksheet, Age Proof, ID Proof and a recent passport-size photograph.
- No TA/DA will be provided for attending the Walk-in-Interview.



SCAN QR CODE
TO APPLY NOW



TOOL ROOM & TRAINING CENTRE, GUWAHATI
Amingaon Industrial Area, North Guwahati Road, Amingaon, Guwahati – 781 031
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