

JOB DESCRIPTION & EXPERIENCE

JOB TITLE	: Training Officer
Work Location	: Sub Centre - Vijayawada
REPORTING OFFICER	: Deputy Director (Trg /APCU) and Incharge – Sub & Extension Centre/s (/) Principal Director, CITD, Hyderabad.

1. Roles & Responsibilities

The Training In-Charge shall be responsible for the overall planning, execution, coordination, and monitoring of training activities at the Vijayawada Centre, including but not limited to the following:

1.1 Training Planning & Implementation

- Preparation of annual and monthly training plans, schedules, and calendars
- Effective delivery of training programs, including Short-Term Courses, NSQF programs, internships, and industrial training
- Implementation of approved syllabus and curriculum
- Periodic revision and updating of course content in line with evolving industry requirements
- Organization of workshops, seminars, guest lectures, and faculty development activities
- Conduct of EAP / E-SDP / MDP programs under DC MSME across Andhra Pradesh
- Monitoring and execution of E-SDP programs in allotted districts under AP MSME DC
- Regular coordination with AP MSME DC for program approvals, execution, and closure
- Maintenance and updating of data on the AP MSME One Portal

1.2 Faculty & Resource Coordination

- Coordination with internal and external faculty for effective training delivery
- Monitoring faculty performance and ensuring adherence to quality standards
- Ensuring readiness and optimal utilization of laboratories, machinery, and training aids

1.3 Student Management

- Monitoring student attendance, discipline, and academic performance
- Conduct of assessments, examinations, and evaluation processes
- Addressing student grievances and providing necessary mentoring support
- Coordination with Hyderabad Centre for SC/ST reimbursement processes

1.4 Industry Interaction & Placement

- Establishment and strengthening of industry linkages for training and placement
- Coordination of internships, industrial visits, and campus placement drives
- Maintenance of placement records and tracking of student outcomes

1.5 Administration & Compliance

- Maintenance of training records, MIS data, and documentation
- Ensuring compliance with Government schemes such as NSQF, PMKVY, etc.
- Preparation and submission of reports for audits, reviews, and higher authorities

1.6 Business Development Support

- Identification and development of new training programs and revenue generation opportunities
- Support for CSR and sponsored training initiatives
- Coordination for MoUs with industries, institutions, and government bodies

2. Reporting

The **Training Officer** shall report to the Deputy Director (Trg/APCU) and Incharge – Sub & Extension Centre/s (/) Principal Director, CITD, Hyderabad.

3. Required Experience Details

The officer assigned as Training In-Charge shall possess the following experience:

- Minimum **7+ years of relevant experience** in training, production, academic coordination, or skill development activities in Government / PSU / reputed industry / training institutions
- Proven experience in handling **technical training programs** such as CNC, CAD/CAM, Tool Design, Mechatronics, or related domains
- Experience in implementation of **Government skill development schemes** such as NSQF, PMKVY, E-SDP, EAP, MDP, etc.
- Hands-on experience in **planning, scheduling, and execution of training programs**, including internships and industrial training
- Experience in **industry interaction, placement coordination, and conducting campus drives**
- Exposure to **faculty coordination, lab management, and training infrastructure utilization**
- Experience in **MIS reporting, documentation, audit compliance, and portal management** (e.g., SDMIS, AP MSME One Portal or similar platforms)
- Preference shall be given to candidates with experience in **MSME Technology Centres / Tool Rooms / Government Training Institutions**

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MSME-TOOL ROOM, HYDERABAD
CENTRAL INSTITUTE OF TOOL DESIGN
 (A Government of India Society Ministry of MSME)
 Balanagar 'X' Roads, Hyderabad - 500 037 (TS)

WALK-IN INTERVIEW CIRCULAR- CONTRACTUAL POSITION

Central Institute of Tool Design, Balanagar, Hyderabad, an autonomous body, under the Ministry of MSME, Govt of India, looking for a candidate to be engaged for fixed tenure of 11 months on contract basis for its **Sub Centre - Vijayawada** for the below post :

S.No.	Post & No of Vacancy	Qualification	Experience (Essential)	Age
1.	Training Officer - 01 No.	B.Tech / M.Tech (Mech / ECE / EEE)	7 + Years in relevant field/ industry.	Between 35 - 45 years

Interested candidates may walk –in with their CV & Other credential to **CITD Sub Centre – Vijayawada, (Address : # 54-2-9 Behind Sunlight Steel Industries, Phase - 3, Auto Nagar, Vijayawada, Andhra Pradesh 520007, Ph: 0866-2540560, 9885429054, 8520003581).**

For more details, kindly visit our website : www.citdindia.in

Date :	Date of Walk-in Interview on	Sd/-
28.03.2026	06.04.2026 (10AM to 03.00PM)	Principal Director

Size : 8 x 9