



INSTRUMENTATION LIMITED

(A Government of India Enterprise)

KANJIKODE WEST, PALAKKAD-678 623

Ph:0491-2566127

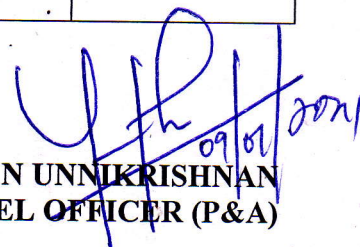
REQUIRES- TRAINEES

Applications are invited from candidates for engaging as Trainees at Instrumentation Limited, Palakkad initially for a period of 6 months and further extendable based on satisfactory performance and requirement of the Company, having qualification mentioned below. Interested candidates may send their application by post or email to the **Personnel Officer (P&A), Instrumentation Limited, Kanjikode West, Palakkad-678-623, hr@ilpgt.com** with self-attested copies of all the relevant certificates, so as to reach the office on or before 18.01.2021,05.00 pm, in the prescribed application form. Applicants are requested to mention the name of the post applied for in the application form. One application can be considered only for one post.

Post	Qualifications	No. of Vacancy	Stipend
1) Trainee Design&Engineering	<p>B.E/ B.Tech (Mechanical) with first class</p> <p>Minimum 1 year Experience/ Apprenticeship in Design & Development of valves or its allied products. Should be conversant with the drafting practices, must have exposure to 3D modeling software solid works/ Autocad etc. Capable of doing design calculations and preparations of technical documents.</p> <p>The applicants should not be above the age of 28 years as on 01.01.2021. Preference will be given to those candidates who have completed Apprenticeship training in Design & Engineering department at Instrumentation Limited, Palakkad.</p>	4	Rs.10,000/- (consolidated)

Post	Qualifications	No. of Vacancy	Stipend
<p>2) Trainee Commercial</p>	<p>B.E/ B.Tech (Mechanical) with first class Minimum 1 year Experience/ Apprenticeship in commercial department of control valve industry.</p> <p><u>Job description</u></p> <p>Co-ordination of all activities related to dispatch of finished goods of Company.</p> <p>Coordinating with internal departments like commercial, dispatch and factory for making/coordinating the dispatch activities.</p> <p>Coordination with customer for release of payments against prior to dispatch.</p> <p>Maintenance of data in the oracle system related to dispatch and turnover monitoring activities.</p> <p><u>Skill requirement for the candidates</u></p> <p>In depth knowledge of activities related to commercial Department of a control valve industry, good communication skills, Sound knowledge of MS office, MS Excel and MS word, Basic knowledge of oracle.</p> <p>The applicants should not be above the age of 28 years as on 01.01.2021. Preference will be given to those candidates who have completed Apprenticeship training in commercial department at Instrumentation Limited, Palakkad.</p>	<p>1</p>	<p>Rs. 10,000/- (consolidated)</p>

Post	Qualifications	No. of Vacancy	Stipend
<p>3) Trainee Sales Accounts Commercial</p>	<p>B.E/ B.Tech (Mechanical) with first class Minimum 1 year Experience/ Apprenticeship in commercial department of control valve industry.</p> <p><u>Job description</u></p> <p>Co-ordination of all activities related to sales accounts department including bill preparation and submission. Follow-up with customer for speedy realisation of payments and continuous monitoring of outstanding payments. Liaisoning with internal agencies like commercial, dispatch and works to facilitate billing and timely submission of documents to customers for speedy realisation of payments. Liaisoning with banks for issue of bank guarantees and ensuring timely credit of payments for documents routed through bank. Foster good relationship with customers and provide an exceptional customer experience. Maintenance of data in the oracle system</p> <p><u>Skill Requirements For The Post</u></p> <p>Basic knowledge of all activities related to commercial department of control valve industry, logistics, billing, etc. Good inter-personal communication skills with fluency in English and Malayalam (read, write, speak) and Hindi (speak). Sound knowledge of Ms Office package, including Excel and Word, Basic knowledge of oracle. The applicants should not be above the age of 28 years as on 01.01.2021. Preference will be given to those candidates who have completed Apprenticeship training in commercial department at Instrumentation Limited, Palakkad.</p>	<p>1</p>	<p>Rs.10,000/- (consolidated)</p>


P N UNNIKRISHNAN
PERSONNEL OFFICER (P&A)



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Please affix recent
passport size
photograph here

APPLICATION FORM FOR 'TRAINEES'.....(POST)

Discipline / Trade :-----

1. Name in full (IN BLOCK LETTERS) :

2. Date of birth & age :
(Proof to be attached)

3. Place of Birth :

4. Nationality :

5. Father's/Husband's Name :

6. Address for correspondence :
(mention contact Tel. No. & mail id)

7. Permanent Address :

8. Whether the applicant belongs to SC/ST/
OBC/Ex-Servicemen/PWD (YES/NO). :

IF YES, please write category to which you belong and attach a copy of Certificate in the prescribed format issued by Competent Authority.

9. Details of Qualifying Examinations:
(Attested Photo copies of all certificates to be enclosed)

Qualifications	Discipline/ Subject	Year of Passing	Board/ University/ Institution	Marks obtained	Percent age of marks

10. Experience Details:

Company	Experience/ Apprenticeship		Area of Experience	Reference under whom worked
	From	To		
				Name: Contact No. e-mail:
				Name: Contact No e-mail:

Declaration

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case I have given wrong information, or suppressed any material fact of factual information, then my 'Training' is liable to be terminated without giving any notice or reasons thereof. I am also fully aware of the objective of the 'Training' and that the Trainees engaged shall have no right to be absorbed or appointed against any vacancy in existence or that may arise in future on successful completion of the training.

Signature of candidate

Place : -----

Date : -----