

# **PITHAMPUR AUTO CLUSTER**

(A GOVERNMENT OF MADHYA PRADESH UNDERTAKING)



**Notice For Inviting Applications For The Position of  
Administrative Officer,  
Advance Technical & Industrial Training Centre  
(ATITC)**

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Registered Office : 1<sup>st</sup> Floor, Atulya IT Park, Near Crystal IT Park, Khandwa Road, Indore - 452007 (M.P.)  
CIN: U74999MP2004NPL020090, Email: md.pacl@gmail.com website: www.pithampurautocluster.com

## **PITHAMPUR AUTO CLUSTER**

### **Notice For Recruitment**

Pithampur Auto Cluster invites applications from suitable candidates for appointment on the two positions (a) Administrative Officer and (b) Principal for Advance Technical & Industrial Training Centre (ATITC) situated at 113/2-B, Village Harniakhedi, Tehsil Mhow. The complete detail of the recruitment notices may be seen at our website [www.pithampurautocluster.com](http://www.pithampurautocluster.com). Interested candidates may apply on or before 23.04.2025. Managing Director is having full authority to accept or reject any or all applications without assigning any reason.

**Managing Director**



# Pithampur Auto Cluster

(A Government of M. P. Undertaking having the status of Section 8 Company)  
Registered Office : 1st Floor, Atulya IT Park, Khandwa Road, Indore - 452007

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Pithampur Auto Cluster invites application for the position of Administrative Officer, **Advance Technical & Industrial Training Centre (ATITC)** situated at 113/2-B, Village Harniyakhedi, Tehsil. Mhow, Distt. Indore. **ATITC** is a premium training institute of **Pithampur Auto Cluster (PAC)**, a Government of M. P. Undertaking, engaged in the skill development activity and carrying various Short/Long term vocational training programs.

The Eligibility Criteria, Selection Process, General Guidelines etc. will be as described in this document.

| Position   | QUALIFICATION  | AGE CRITERIA                                      | MINIMUM WORK EXPERIENCE | Salary  |
|--|--|---|-------------------------|---|
| Administrative Officer, Advance Technical & Industrial Training Centre (ATITC) | Master of Business Administration (MBA) in Human Resource Management | Age as on 01.01.2025 should be less than 55 years | 10 Years                | Consolidated amount of Rs.65,000/- pm for first year and will be increased annually after reviewing the performance |

## Eligibility Criteria:

The candidate must have a Master of Business Administration (MBA) degree in Human Resource Management. The candidate must have work experience of not less than ten years preferably in the skill development sector. The age as on 01.01.2025 should be less than 55 years.

## Evaluation and Selection Process :

Based on the educational qualification, work experience and other credentials of the applicants' most suitable candidates will be short listed for the interview. Merely being shortlisted for the interview shall not entitle the applicants for the appointment. The Managing Director, PAC reserves the right to shortlist the applicants in a manner as it may deem proper.

Final selection will be made on the basis of the total marks obtained out of 50 (Fifty) by the applicant based on his credentials and performance in interview.

| S. No. | Criteria  | Basis of Marks Distribution  |
|--------|---|--|
| 1      | For Educational Qualification –<br>Maximum 10 Marks | MBA(HR) – 5 Marks  |
|        |   | MBA(HR) and Doctorate (Ph.D.) –<br>10 Marks  |
| 2      | For Work Experience –<br>Maximum 20 Marks           | 10 years or above – 10 Marks   |
|        |   | 12 years or above – 15 Marks   |
|        |   | 15 years or above – 20 Marks   |
| 3      | Interview –<br>Maximum 20 Marks                     | Based on the performance in<br>interview Marks will be awarded<br>out of 20 marks. |
|        | Total 50 Marks                                      |  |

### General Instructions and Guidelines :

1. Interested/eligible applicants can submit application strictly in the prescribed format as per **Annexure - A** or can be sent through registered/speed post at below given address. The duly signed application along with all the self attested documents/certificates must be received before 05:30 PM on 23.04.2025.

To,

**Managing Director,**

**Pithampur Auto Cluster**

First Floor, Atulya IT Park, Khandwa Road,

Indore

2. The envelope containing application should be super-scribed as “Application for the position of Administrative Officer, ATITC.
3. Certificates of work experience must be attached with the application without which the Work Experience will not be considered and also for educational qualifications suitable documents must be submitted.
4. The candidates are advised to annex self-attested testimonials in support of his/her age, qualification, experience, scholastic/non-scholastic achievements along with the application form.
5. The Interview Committee shall short list the candidates for interview. Merely being shortlisted by Interview Committee shall not entitle the applicants for the appointment. The Interview Committee reserves the right to shortlist the applicants in a manner as it may deem proper.
6. The finally selected candidate is required to join within 7 days from the date of receipt of appointment letter, failing which result into cessation of his entitlement for appointment. In such situation opportunity shall be given to other suitable candidate.

7. This appointment shall be on contractual basis initially for a period of 3 (three) years, however it can be further extended if required by PAC, for such period and on such terms & conditions as may be mutually agreed.
8. The Company shall be entitled to terminate the services of the contractual employee at any time after serving a Notice of one month. Similarly, the Employee shall be entitled to terminate his services with the Company during the contract period after serving on the Company a Notice of one month.
9. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
10. EMPLOYMENT DETAILS Candidates who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities or Quasi Government Organizations or Public Sector Units constituted under the authority of the Government of India or of a State in India, whether in regular service or in temporary service must inform of such fact, at the time of applying. Suppression of the fact of employment by candidates shall result in rejection of candidature.
11. Canvassing in any form or on behalf of a candidate shall lead to disqualification of the candidate.
12. Managing Director, PAC is having full authority to accept or reject any or all applications without assigning any reason or to modify the criteria.

**Managing Director**

**APPLICATION FORMAT**

Application for the post of \_\_\_\_\_ (on contract basis)

Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Age as on ( \_\_\_\_\_ ) : \_\_\_\_\_

Father/Husband's Name : \_\_\_\_\_

Full Correspondence Address: \_\_\_\_\_

Latest Passport  
size photo affix

Vill; \_\_\_\_\_

P.O. \_\_\_\_\_

Teh. \_\_\_\_\_

Distt. \_\_\_\_\_

Pin code No. \_\_\_\_\_

Contact Phone No. STD Code. \_\_\_\_\_ Phone Nos. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Category to which belong : \_\_\_\_\_  
(Gen./SC/ST/OBC)**A. EDUCATIONAL QUALIFICATION**

| Sl. No. | Qualifications                            | Maximum Marks | Marks secured | % of marks obtained | Weightage | Whether the copy of marksheet & certificate produced |    |
|---------|---|---------------|---------------|---------------------|-----------|--|----|
| 1.      | High School (Class 10 <sup>th</sup> )     |               |               |                     |           | Yes  | No |
| 2.      | Intermediate +2 (Class 12 <sup>th</sup> ) |               |               |                     |           | Yes  | No |
| 3.      | Graduation - (Specify Below)              |               |               |                     |           | Yes  | No |
| 4.      | Post-Graduation : (Specify Below)         |               |               |                     |           | Yes  | No |
| 5.      | Additional Qualifications, if any         |               |               |                     |           | Yes  | No |

**B. EXPERIENCE:** Total work experience \_\_\_\_\_ Years \_\_\_\_\_ Months

| S.No. | Name of organization | Designation | Pay or consolidated remuneration Per Month | Nature of appointment regular/contract /part time | Period of Experience Possessed |    |                                  |
|-------|----------------------|-------------|--|---|--------------------------------|----|----------------------------------|
|       |                      |             |  |   | From                           | To | Completed Year (s) of experience |
|       |                      |             |  |   |                                |    |                                  |
|       |                      |             |  |   |                                |    |                                  |
|       |                      |             |  |   |                                |    |                                  |
|       |                      |             |  |   |                                |    |                                  |
|       |                      |             |  |   |                                |    |                                  |
|       |                      |             |  |   |                                |    |                                  |

Additional Sheet may be attached if required

**UNDERTAKING**

Certified that the information given above is correct and true. If any discrepancy is found, my candidature may be rejected and I shall have no claim for selection.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Name and Signature of the candidate

List of Enclosures Attached :

- 1.
- 2.
- 3.
- 4.
- 5.