Ministry of Micro, Small and Medium Enterprises, Government of India has established 18 Technology Centres (TCs). TCs primary focus is to support industries particularly MSMEs in the country through:

- Access to advanced manufacturing technologies
- Skilling manpower by offering opportunities for technical skill development to the youth at varying levels ranging from school dropouts to graduate engineers and Providing technical and business advisory support to MSME entrepreneurs

Under the Technology Centre Systems Programme (TCSP) co-funded by World Bank, 15 new TCs are being established. Presently these TCs are under advance stage of construction. For full details about existing TCs and TCSP, please visit http://www.dcmsme.gov.in/Toolroom_tdos.htm and http://www.dcmsme.gov.in/tcsp.html

**REQUIRED QUALIFICATION AND EXPERIENCE**

1. **Educational Qualification**
   A. **General Engineering sector** (TCs at BADDI, SITARGANJ, KOCHI, KANPUR & PATNA)
      - Essential: Degree in Engineering (Mechanical/Electrical/Production/Industrial Engineering/Manufacturing Technology/Mechatronics or equivalent) from recognized University/ Institution
      - Desirable: Post Graduate in Engineering /Technology/ Management from recognized Institution.
   B. **Flavour & Fragrance Sector** (TC at IMPHAL)
      - Essential: Post Graduate degree in Chemistry/Botany/Agronomy/ Horticulture/ Agriculture Extension/Life Science/Computer Science or equivalent or Bachelor degree in Chemical Technology /Chemical Engineering or equivalent or Agricultural Engg/Computer technology or equivalent from a recognized university / institution.
      - Desirable: Doctoral degree in Chemistry/ Botany/Agronomy/ Horticulture/ Agriculture Extension/Life Science/ Computer Science or Post graduate degree Chemical Technology /Chemical Engineering / Agricultural Engg/Computer Technology or Post Graduate Diploma in Fragrance/ Flavor/Essential oils/ Perfumery

2. **Experience**:
   A. Essential for General Engineering sector: 10 Years in Production/Training Department of Tool Room /reputed Engineering Industry of which minimum 07 years in responsible Technical/ Management Position.
   B. Preferable: Implementation & Management of Engineering Projects, experience in use of reverse Engineering, Rapid Prototyping, CAD/CAM and CNC technology, experience in administration, finance, familiarity with labor laws in India, International exposure to up-coming and future technologies in the field of advanced manufacturing/precision engineering sector.
   C. Essential for Flavour and Fragrance Sector : 7 Years’ experience in a responsible capacity in Industrial Establishment/ Technical/ R&D organization dealing with phyto-chemicals or aromatic and medicinal plants, aroma chemicals, essential oils, flavor & fragrance
   D. Desirable : 3 years experience in R&D/production work/ conducting training programmes in organization, dealing with aroma chemicals, essential oils, flavor & fragrance, aromatic and medicinal plants, spices and oleoresins.

3. **Scale of Pay**:
   For Dy. General Manager Rs.123100-215900 (level 13) and For Deputy Director Rs. 67700-208700/- (Level-H) (as per 7th CPC)

4. **Age**: 45 years (5 years relax for SC/ST/Internal & 3 years for OBC candidates).

5. **Applications are invited from Citizens of India to fill up above mentioned posts on contract for a period of 5 years initially with further extension based on review of performance, till superannuation. For other details regarding Job description application format etc., please visit http://www.dcmsme.gov.in.

6. **Last date of submission of application (as per prescribed format) by 01.07.2019 at the address mentioned below:**

   **Director (TCSP), O/o DC (MSME), Room No. 720, 7th Floor, A-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110 108**
मानचित्ति और प्रचार के लिए निर्देश

1. सामान्य जानकारी:

(क) सामान्य इंजीनियरिंग सेक्टर के लिए अनुबंध:

• अनुबंध में विभिन्न प्रकार के इंजीनियरिंग के क्षेत्रों के कार्य की विवरण।
• संगठन: सामान्य इंजीनियरिंग सेक्टर के लिए विभिन्न प्रकार के कार्य की विवरण।
• संचालन: सामान्य इंजीनियरिंग सेक्टर के लिए विभिन्न प्रकार के कार्य की विवरण।

(ख) सुरुवात और समाप्ति क्षेत्र के लिए अनुबंध:

• अनुबंध में विभिन्न प्रकार के कार्य के क्षेत्रों के कार्य की विवरण।
• संगठन: सामान्य इंजीनियरिंग सेक्टर के लिए विभिन्न प्रकार के कार्य की विवरण।
• संचालन: सामान्य इंजीनियरिंग सेक्टर के लिए विभिन्न प्रकार के कार्य की विवरण।

2. अनुमान:

(क) सामान्य इंजीनियरिंग सेक्टर के लिए अनुबंध:

• अनुबंध में विभिन्न प्रकार के कार्य के क्षेत्रों के कार्य की विवरण।
• संगठन: सामान्य इंजीनियरिंग सेक्टर के लिए विभिन्न प्रकार के कार्य की विवरण।
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(ख) सुरुवात और समाप्ति क्षेत्र के लिए अनुबंध:

• अनुबंध में विभिन्न प्रकार के कार्य के क्षेत्रों के कार्य की विवरण।
• संगठन: सामान्य इंजीनियरिंग सेक्टर के लिए विभिन्न प्रकार के कार्य की विवरण।
• संचालन: सामान्य इंजीनियरिंग सेक्टर के लिए विभिन्न प्रकार के कार्य की विवरण।

3. वेतनमान:

उप भारतीय सेवा के लिए रेट 123100-215900 (लॉब्स-13) और उप विदेश द्वारा रेट 67700-208700 (लॉब्स-11) (सार्वजनिक अनुसार)।

4. अवृति:

(अ) कार्य समय: 10 वर्ष (अ.1.अ./अ.2.अ./विभागीय इंजीनियरों के लिए 5 वर्ष की छूट और अ.3.व. इंजीनियरों के लिए 7 वर्ष की छूट)।

5. भारत के नागरिकों से आवेदन अन्तिम वक्ता जानने के लिए भारत के भारत के अधिकारियों के लिए 15 वर्ष की अवृति के लिए संघ द्वारा आयोजित कार्य का प्रयास है।

6. आवेदन नीति का लाभ अवृति तिथि का प्रयास करने के लिए विभिन्न प्रकार में 01.07.2019 है।

Job Description for DEPUTY GENERAL MANAGER (DGM)

The Ministry of Micro, Small and Medium Enterprises runs a network of 18 Technology Centers /Tool Rooms (TC) in various parts of India such as Aurangabad, Bhubaneswar, Ahmadabad, Hyderabad, Indore, Jamshedpur, Kolkata, Ludhiana, Jalandhar, Guwahati etc. These TCs are registered as Autonomous Bodies and are Centers of Excellence for training, tooling and die making and consulting across a range of Industry sectors such as Automotive, Aerospace, Plastics and General Engineering, etc. They use latest CAD software packages, advanced precision CNC machining and heat treatment facilities, rapid prototyping, ESDM Calibration, Testing facilities, Incubation, Consultancy facilities and provide training vide NSQF compliant long-term courses and short term courses in related subjects to approx 1.50 lakh persons in a year, apart from providing support to 36000 MSMEs.

The TCs are developing plans to build capacities in terms for training providers and consultants in the fields of AI, AR, VR, metal 3D printing, SAP B1, e-mobility, Advanced manufacturing technologies, solar sector etc.

In addition to above, the Ministry of MSME is implementing TECHNOLOGY CENTRE SYSTEMS PROGRAM (TCSP) - a $400Mn World Bank assisted project to establish 15 New Technology Centers and upgrade existing 18 Technology Centers. Under this program, the upcoming Technology Centers would be equipped with multiple cutting edge manufacturing technologies, such as CNC Machine tools, 3D Manufacturing/Additive Manufacturing, Advanced Joining Technologies, Water jet/ Laser/ Ultrasonic machining, Robotics and Process Automation, Precision measurement/Metrology equipment, for General Engineering and Automotive Sector, state-of-the art Electronics Manufacturing Facilities, Calibration and Testing Facilities for Electronic System Design and Manufacturing (ESDM) Sector, Flavor & Fragrance etc. Most of the TCs will be operational in 2018-19.

The Ministry of Micro Small and Medium Enterprises is looking for dynamic leaders who are passionate about making a difference with rich background in manufacturing, analytical skills to steer the upcoming Technology Centres and help rapid growth of manufacturing competencies.

Job Profile:

Technology Centers (TCs) are envisaged to play an important role in enhancing the competitiveness of MSMEs in the region. TC will focus on improving access to technology, providing skill up-gradation and offering advocacy support to the MSMEs. Deputy General Manager will be the divisional head of various activities and will work in close co-operation with the General Manager, his team, MSMEs and other stakeholders. S/he will report to the General Manager.

The key roles and responsibilities of the Deputy General Manager include:

- Lead activities at the Technology Centre.
- Provide leadership in business growth, building client relationships and people development.
- Oversee and guide Marketing, Production, Training, Design, Consultancy departments at the Technology Centre, as required.
- Responsible for achieving the target KPIs set by the General Manager/Governing Council.
- Close interaction and collaboration with premier R&D and educational institutions, local industry clusters and other MSME Technology Centers.
• Contribute towards nurturing and growth of MSMEs, entrepreneurs and start-ups in the region.
• Identify proactively the Industry Trends.
• Build TC's competencies in the new / up-coming areas of Digital Manufacturing, Industry 4.0 and use of IoT for engineering manufacturing.
• Assist in all activities related to establishment and operationalization of new TC.
• Assist General Manager in growth of Technology Center Network across the country.

A For General Engineering Sector

A1 QUALIFICATION:
1. **Essential:** Degree in Engineering (Mechanical/ Electrical/ Production/ Industrial Engineering / Manufacturing Technology/ Mechatronics or equivalent) from recognized University/ Institution.
2. **Desirable:** Post Graduation in engineering /Technology/ Management from recognized Institution.

A2 EXPERIENCE:
1. **Essential:** 10 Years in Production/Training Department of Tool Room /reputed Engineering Industry of which minimum 07 years in responsible Technical/ Management Position.
2. **Desirable:** Implementation & Management of Engineering Projects, experience in use of reverse Engineering, Rapid Prototyping, CAD/CAM and CNC technology, experience in administration, finance, familiarity with labor laws in India, International exposure to up-coming and future technologies in the field of advanced manufacturing / precision engineering sector.

A3 Other Criteria/Information:

<table>
<thead>
<tr>
<th></th>
<th>Pay Band &amp; Grade Pay / Pay Scale of the Post</th>
<th>Method of Recruitment</th>
<th>Age Limit for Direct Recruitments</th>
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<tr>
<td>1</td>
<td>Rs. 37400-67000, GP-8700 (As per 6th CPC)</td>
<td>Direct recruitment on contract basis for 5 years at a time to be extended subject to review of performance, till superannuation.</td>
<td>45 Years (5 years relax for SC/ST/Internal &amp; 3 years for OBC)</td>
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<td>Rs. 123100-215900, Level 13 (As per 7th CPC)</td>
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APPLICATION PROFORMA FOR THE POST OF DEPUTY GENERAL MANAGER

Name of the Technology Centre applied for
(Baddi, Sitarganj, Kanpur, Kochi & Patna)

1. Name of the Applicant : 
2. E-mail address : 
3. Contact No. : 
4. Father’s Name : 
5. Date of Birth : - - / - - / - - - - Age
6. Permanent Address : 

7. Correspondence Address : 

   (Certificate to be enclosed in case of SC/ST/OBC)

9. Educational Qualification including extra professional qualification
   (Copies to be attached)
   (a) Essential (In chronological order, starting from the highest)

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<th>S. No.</th>
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(C) Details of Training Programmes/Seminars/Workshop etc.

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(d) Details of Research Paper/Publication etc.

10. Type of present Employment: Government /PSU/ Autonomous Bodies / Private;

   a. If, present employment is govt., than Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or Permanent/ contract: ________________

   b. Date of Joining Govt. Service and name of the parent department/ Ministry/PSU/Autonomous body etc: ________________

   c. Date of retirement in parent department: ________________

11. Details of employment, in chronological order

   (if space below is insufficient please enclose a separate sheet, duly authenticated by your signature),(Copies of Experience Certificate to be attached)

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<th>S. No.</th>
<th>Name of Organisation</th>
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<th>Salary Drawn with (Pay Band/ Grade Pay / Pay Level)</th>
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12. In case the present employment is held on deputation/contract basis, please state:-
   (a) The date of initial appointment.
   (b) Period of appointment on deputation/contract.
   (c) Name of the parent office/organization to which you belong.

13. If earlier worked on deputation whether cooling off period of 3 years since last deputation completed, as per rules, : Yes/No
   (if yes, please also indicate the date of repatriation)

DEARATION

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Date: ___________________________ Signature of Applicant

Note:

1. A brief self assessment regarding suitability for the post should also be enclosed by the applicants (one page).
2. Applicants must also enclose self attested copies of certificates and date of birth with their application.
3. Incomplete application & application without copies of certificates would be rejected.
4. Candidates serving in Central/State Govt. or any Govt. undertaking/autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.
5. Giving false information and canvassing in any manner will render the applicant ineligible for the post.
6. Candidates may apply for more than one Technology centre, but use separate application.
7. Address for submitting the application;

   Director (TCSP)
   O/o DC (MSME),
   Room No. 720,
   7th Floor, A-Wing, Nirman Bhawan
   Maulana Azad Road, New Delhi-110 108
   Ph. No-011 2306 1178, email: tcsp@dcmsme.gov.in
Job Description for DEPUTY DIRECTOR (DD)

The Ministry of Micro, Small and Medium Enterprises runs a network of 18 Technology Centre/Tool Rooms (TC) in various parts of India such as Aurangabad, Bhubaneswar, Ahmedabad, Hyderabad, Indore, Jamshedpur, Kolkata, Ludhiana, Jalandhar, Guwahati, Kannauj etc. These TCs are registered as Autonomous Bodies and are Centres of Excellence for training, tooling, die making, perfumery and consulting across a range of Industry sector such as Automotive, Aerospace, Plastic and General Engineering, Fragrance & Flavour etc. They use latest CAD software packages, advanced precision CNC machining and heat treatment, fragrance & flavour formulation facilities, rapid prototyping, ESDM calibration, NABL accredited testing facilities, Incubation, consultancy facilities and provide training vide NSQF compliant long term courses and short-term courses in related subjects to approx. 1.50 lakhs persons in a year, apart from providing support to 36000 MSMEs.

The TCs are developing plans to build capacities in terms for training providers and consultants in the fields of AI, AR, VR, metal printing, SAP 81, e-mobility, advanced manufacturing technologies, solar sector, fragrance & flavour etc.

In addition to above, the ministry of MSME is implementing TECHNOLOGY CENTRE SYSTEMS PROGRAM (TCSP) – a $400Mn World Bank assisted project to establish 15 New Technology Centres and upgrade existing 18 Technology Centres.

Under this program, the upcoming Technology Centres would be equipped with multiple cutting edge manufacturing, advanced technologies, such as CNS Machine tools, 3D Manufacturing/Additive Manufacturing, Advanced Joining Technologies, Water jet/ Laser/ Ultrasonic machining, Robotics and Process Automation, Precision measurement/Metrology equipment, for General Engineering and Automotive Sector, state-of-the art Electronics Manufacturing Facilities, Calibration and Testing Facilities, calibration and Testing Facilities for Electronic System Design and Manufacturing (ESDM) Sector, Flavour & Fragrance extraction & formulation etc.

The Ministry of Micro Small and Medium Enterprises is looking for Dynamic leaders who are passionate about making a difference with rich background in manufacturing, analytical skills to steer the upcoming Technology Centres and help rapid growth of manufacturing competencies.

Job Profile:

MSME-Technology Centres (TCs) are envisaged to play an important role in enhancing the competitiveness of MSMEs in the region. TC will focus on improving access to technology, providing skill up-gradation and offering advocacy support to the Aromatic and Medicinal plant based MSMEs. Deputy Director will be the divisional head of various activities and will work in close co-operation with the Director, his team, MSMEs and stakeholders. S/he will report to the Director.

The key roles and responsibilities of the Deputy Director include;

- Lead activities at the MSME Technology Centre, Imphal and/or at any of its extension centre /project.
- Provide leadership in business growth, building client relationships and people development.
- Oversee and guide Marketing, Production, Training, Design, Consultancy departments at the MSME Technology Centre- Imphal, as required.
• Responsible for achieving the target KPIs set by the Director/Governing Council.
• Close interaction and collaboration with premier R&D and educational institutions, local industry clusters and other MSME Technology Centres.
• Contribute towards nurturing and growth of MSMEs, entrepreneurs and start-ups in the region.
• Identify proactively the Industry Trends.
• Build TC's competencies in the new / up-coming areas of aromatic and medicinal Plant Industry.
• Assist in all activities related to establishment and operationalization of new TC/extension centre / project.
• Assist Director in growth of Technology Centre Network across the country.

A1 QUALIFICATION:

1. Essential: Post Graduate degree in Chemistry/Botany/Agronomy/Horticulture/Agriculture Extension/Life Science/Computer Science or equivalent or Bachelor degree in Chemical Technology/Chemical Engineering or equivalent)/Agricultural Engg/Computer Technology or equivalent from a recognized university / institution.

2. Desirable: Doctoral degree in Chemistry/Botany/Agronomy/Horticulture/Agriculture Extension/Life Science/Computer Science or Post graduate degree in Chemical Technology / Chemical Engineering /Agricultural Engg/Computer Technology or Post Graduate Diploma in Fragrance/Flavor/Essential oils/Perfumery.

A2 EXPERIENCE:

1. Essential: 7 Years' experience in a responsible capacity in Industrial Establishment/Technical/R&D organization dealing with phyto-chemicals or aromatic and medicinal plants, aroma chemicals, essential oils, fragrance & flavor.

2. Desirable: 3 years’ experience in R&D/production work/ conducting training programmes in organization dealing with aroma chemicals, essential oils, flavor & fragrance, aromatic and medicinal plants, spices and oleoresins.

A3 Other Criteria/Information:

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- Close interaction and collaboration with premier R&D and educational institutions, local industry clusters and other MSME Technology Centres.
APPLICATION PROFORMA FOR THE POST OF DEPUTY DIRECTOR

Name of the technology Centre applied for

1. Name of the Applicant : 
2. E-mail address : 
3. Contact No. : 
4. Father's Name : 
5. Date of Birth : - / - / - Age
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(d) Details of Research Paper/ Publication etc.

10. **Type of present Employment: Government / PSU/ Autonomous Bodies / Private;**

a. If, present employment is govt., than Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or Permanent/ contract: ____________

b. Date of Joining Govt. Service and name of the parent department/ Ministry/ PSU/ Autonomous body etc: ____________

c. Date of retirement in parent department: ____________

11. **Details of employment, in chronological order**

(if space below is insufficient please enclose a separate sheet, duly authenticated by your signature), (Copies of Experience Certificate to be attached)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Organisation</th>
<th>Post Held</th>
<th>Period</th>
<th>Total Duration (Year/Month)</th>
<th>Salary Drawn with (Pay Band/ Grade Pay / Pay Level)</th>
<th>Nature of duties</th>
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</table>
12. In case the present employment is held on deputation/contract basis, please state:-
   (a) The date of initial appointment.
   (b) Period of appointment on deputation/contract.
   (c) Name of the parent office/organization to which you belong.

13. If earlier worked on deputation whether cooling off period of 3 years since last deputation completed, as per rules, : Yes/No
   (if yes, please also indicate the date of repatriation)

DECLARATION

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Date: ___________________________  Signature of Applicant

Note:

1. A brief self assessment regarding suitability for the post should also be enclosed by the applicants (one page).
2. Applicants must also enclose self attested copies of certificates and date of birth with their application.
3. Incomplete application & application without copies of certificates would be rejected.
4. Candidates serving in Central/State Govt. or any Govt. undertaking/autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.
5. Giving false information and canvassing in any manner will render the applicant ineligible for the post.
6. Address for submitting the application;

   Director (TCSP)
   O/o DC (MSME),
   Room No. 720,
   7th Floor, A-Wing, Nirman Bhawan
   Maulana Azad Road, New Delhi-110 108
   Ph. No-011 2306 1178, email: tcsp@dcmsme.gov.in