



GOVERNMENT OF INDIA
Ministry of Micro, Small & Medium Enterprises
Office of Development Commissioner (MSME)
New Delhi



CENTRAL INSTITUTE OF HAND TOOLS, JALANDHAR
(A Government of India Society under Ministry of MSME)
G.T. Road, By-Pass, Jalandhar – 144008 (Punjab)

REQUIRES
PRINCIPAL DIRECTOR

Central Institute of Hand Tools, (CIHT), Jalandhar has been set up as a National Institute for Hand Tools at Jalandhar in the State of Punjab with the assistance of UNIDO in the year 1983. CIHT is a Government of India Society, registered under Societies Registration Act and is functioning as an autonomous body under Ministry of Micro, Small and Medium Enterprises, Government of India. The main objectives of the Institute are to provide technology support services to the micro, small & medium industries such as improved design and production technologies for hand tools, common facility services for forging, die, tools, jigs & fixture, testing & quality control techniques and skill development activities in the field.

The Principal Director, being the Executive Head of CIHT shall be responsible for day-to-day management and affairs of the Society and shall exercise his powers under the direction, superintendence and control of Chairman of the Governing Council. It shall be the duty of Principal Director to co-ordinate and exercise general supervision of over all activities of the CIHT.

Applications are invited from citizens of India for the post of PRINCIPAL DIRECTOR in CENTRAL INSTITUTE OF HAND TOOLS, JALANDHAR which is proposed to be filled up on contract basis for a period of 5 years initially with further extension based on review of performance. The details regarding eligibility condition etc. are as under:

1. Educational Qualifications:

- (a) Essential :** Degree in Mechanical/Production Engineering or equivalent from a recognized University/Institution.
- (b) Desirable :** Post Graduate qualification in Engineering/Technology/Management from a recognized Institution.

2. Experience:

- (a) Essential:** 15 years experience in Production/Training department of a Tool Room/reputed Engineering industry of which 10 years in a managerial technical position.
- (b) Preferable:** Implementation and Management of Engineering Projects, experience in use of computerized Management Information System including reverse engineering. Rapid Prototyping, CAD/CAM and CNC technologies etc. Experience in Administration, Finance & Labour Management.

3. Scale of Pay : PB-4, Pay Band- Rs.37,400 - 67,000/- + GP Rs.8,900/- (as per 6th CPC)/Pay Matrix Level-13 A (as per 7th CPC). The post besides basic pay carries allowances as per Government Rules.

4. Age : 50 years (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates).

Application as per the Proforma given in detailed advertisement on Website www.dcmsme.gov.in and www.ciht.in should be sent at the following address by **15.05.2018**.

**"Director (Admn), Office of the Development Commissioner (MSME), Room No. 734,
7th Floor, 'A'- Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110108".**

www.msme.gov.in

www.msmedatabank.in

www.udyogaadhaar.gov.in

SIZE : W - 14 * H -20

APPLICATION PROFORMA

Name of the Post Applied for :

Name of the Applicant :

E-mail address :

Contact No. :

Father's Name :

Permanent Address :

Passport size
photograph
to be pasted

Correspondence Address :

Date of Birth : --/--/---- **Age**

Category (Gen/SC/ST/OBC) : **Gen/SC/ST/OBC**
(Certificate to be enclosed in case of SC/ST/OBC)

Educational Qualification : (Copies to be attached)

a. Essential

S. No.	Name of Exam Passed	Board/ University	Year of Passing	Subjects	% / Division
1.					
2.					
3.					
4.					

b. Desirable

S. No.	Name of Exam Passed	Board/ University	Year of Passing	Subjects	% / Division
1.					
2.					
3.					
4.					

Experience

:(Copies of Experience Certificate to be attached)

S. No.	Post Held	Period		Total Duration (Year/Month)	Salary Drawn	Name of Organisation	Nature of Work
		From	To				

DECLARATION

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

Encl:

Signature of Applicant

Note:

1. A brief self assessment (one page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates and date of birth with their application.
3. Incomplete 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.