

JOB DESCRIPTION FOR THE POST OF ADC (TECH.) (MODN.& ANCY.)

- 1 Name of the Post : Additional Development Commissioner (Technical) (Modernization & Ancillary)
- 2 Status : Group 'A', Gazetted, Non-Ministerial
- 3 Scale of pay (Pre-revised) : Rs. 18400-22400/- (to be revised)
- 4 Eligibility : Officer from the Central Govt./State Govts./Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi Government or Autonomous or Statutory Organisations
- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with two years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 16400-20000/- or equivalent in the parent cadre/department; or
- (iii) with three years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of Rs. 14300-18300/- or equivalent in the parent cadre/department;
- and
- (b) Possessing the following educational qualifications and experience :-
- Essential :**
- (i) M. Tech/M.E. or Ph.D in Mechanical Engineering/ Metallurgical Engineering/ Metallurgical Engineering & Materials Science/Metallurgical and Materials Engineering from a recognized University/Institution;
- (ii) Fifteen years experience in a senior managerial position in an Engineering Industrial concern/Government Department dealing with planning, production, design development or quality control of light engineering products including experience in the field of micro, small and medium enterprises, such as, development or preparation of project profiles or feasibility reports/testing and calibration/vendor development and entrepreneurship development.
- Desirable :**
- Two years' experience in advising or developing micro, small and medium enterprises.
- 5 Age limit : The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

- 6 Duties attached to the post : 1. To provide effective management control at appropriate level over various technical cadres/Divisions and 58 field institutions of the organization.
2. To frame and finalize the plan schemes concerning MSMEs, for obtaining approval of SFC/EFC/CCEA.
3. To monitor the implementation of Plan Schemes by various Technical Divisions of the Organisation.
4. To act as a member of the Governing Council of the 18 autonomous bodies.
5. To scrutinize the Plan proposals of the autonomous bodies, before putting up for Govt.'s approval.
6. To monitor the implementation of Plan schemes by 18 autonomous bodies.
7. To review the performance of autonomous bodies periodically.
8. To process cases regarding appointments of Chief Executive Officers of the autonomous bodies for Govt.'s approval.
9. To scrutinize the management related proposals/technical proposals received from autonomous bodies, before putting up for approval of AS&DC (MSME) in his capacity as Chairman, Governing Council.
10. To represent Ministry of MSME on High Level Technical Committees constituted by other administrative ministries.
11. To render technical opinion to the administrative Ministries in the matter of foreign collaboration proposals, import of technology, Project Import Certification, evaluation of input output norms for exports.
12. To support and provide technical assistance to the administrative Ministries in the matter of Parliament Questions, rationalization of tariffs and fiscal incentives, inter-action with various Development Councils, Apex Level Confederation like CII etc.
13. To carry out special studies on specific project or group of industries for the purpose of upgradation of technology, quality improvement, energy conservation, pollution control, utilization of waste material through recovery and the like.
14. To render advice and assistance as needed by the entrepreneurs, financial institutions and trade promotional bodies, etc.
- 7 Period of deputation : Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Govt. shall ordinarily not exceeding five years.
- 8 Location of the post : Office of DC(MSME), Nirman Bhavan, New Delhi.

BIO DATA PROFORMA

1. Name and address in Block letters
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Govt. Rules. :
4. Educational Qualifications :
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualifications/
Experience required

Qualifications,
Experience possessed
by the officer.

Essential (1)
(2)
(3)

Desirable(1)
(2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Orgn.	Post Held	From	To	Scale of pay & Basic Pay	Nature of duties
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8. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent.

9. 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/Organisation/ Service to whom you belong.
10. Additional details about **present employment** : Please state whether working under :
 - (a) Central Government
 - (b) State Government
 - (c) Central Autonomous Organisation
 - (d) Central Government Undertakings
 - (e) Universities
11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now drawn.
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Whether belongs to SC/ST/OBC.
15. Remarks

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Bio-data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date :

Signature of the candidate _____
Address and Tele. No. _____

Endorsement by Employer

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplated against him/her and he/she has not been awarded any major/minor penalty during the last 10 years. His up-to-date CR Dossiers (including ACRs from 1998-99 to 2002-03) is enclosed. Integrity of the officer is also certified.

Signature _____
Name & Designation _____
Complete address & Tele.No. _____
