

No. A-32013/7/2010-Admn(G)
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner
(Micro, Small and Medium Enterprises)

Nirman Bhawan, New Delhi
Dated, the 12th November, 2010

OFFICE MEMORANDUM

Sub: Filling up of one post of Additional Industrial Adviser (Electronics) on deputation (including short-term contract) basis in the Office of the Development Commissioner (Micro, Small and Medium Enterprises).

One post of Additional Industrial Adviser (Electronics) in the pre-revised scale of pay of Rs.14,300-18,300/- (Revised Rs.37,400-67,000, PB-4, Grade Pay Rs.8,700/-) is lying vacant in the O/o Development Commissioner (Micro, Small and Medium Enterprises) under the Ministry of Micro, Small and Medium Enterprises. It is proposed to fill up this post on deputation (including short-term contract) basis by appointment of suitable officer under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation :-

- I.(a)(i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.12,000-16,500/- (Revised Rs.15,600-39,100, PB-3, Grade Pay Rs.7,600/-) or equivalent in the parent cadre or department; and

- (b) possessing the following educational qualifications and experience :-

Essential:

- (i) Degree in Electronics or Communication Engineering or in Electrical Engineering with specialization in Electronics of a recognized University or equivalent;
(ii) Twelve years experience in a managerial technical position in a technical organization or in an industrial concern in development and production of electrical and electronics components and equipments;
(iii) Should have knowledge in the latest techniques of production and use of modern machinery and equipment as applied to electrical and electronics industries.

Desirable:

- (i) Master of Engineering or Master of Technology in Electronics or Telecommunication Engineering or Electrical Engineering with specialization in Electronics of a recognized university or equivalent;
(ii) Experience in advising or developing industries in general and small scale industries in particular.

Contd/-

II. The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. [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 Organization or Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications].

2. The job description of the post is given in the Annexure. The pay of the officer selected for the post on deputation will be regulated in accordance with the Deptt. of Personnel & Training O.M. No. 2/12/87-Estt.(Pay-II) dated 29.4.88 as amended from time to time.

3. It is requested that applications (in duplicate) in the enclosed proforma duly signed by the applicant and endorsed by the employer along with the complete and up-to-date Confidential Reports of last five years of the officers who fulfill the eligibility conditions and possess the essential/desirable qualifications/experience and who can be spared in the event of their selection may be sent to the undersigned within 60 days from the date of publication of this O.M. in the Employment News. In case original ACRs cannot be sent, photocopies of the ACRs for the last five years, duly attested by an officer not below the rank of Under Secretary may please be forwarded. Applications received directly or without signature of the applicant and endorsement by the employer or after the last date or without the Confidential Reports or otherwise found incomplete will not be considered. While forwarding the applications it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary case is pending or contemplated against the officer and he/she has not been awarded any major/minor penalty during the last 10 years. Integrity of the officer should also be certified.

4. Proforma for applying to the post and other details are also available on this office website www.dcmsme.gov.in.

(Mahinder Singh)

Encl : As above
Dy. Director (Admn.)

To

1. All Ministries/Deptts. of Central Govt./State Govts./Union Territories - with request to further circulate above vacancy amongst all Universities/Recognised Research Institutions/Public Sector Undertakings/ and Semi Government/Autonomous or Statutory Organisation under their administrative control.

Copy to: SENET Division: A hard as well as soft copy of the O.M. is forwarded for placing the same on website indicated in para 4 above.

(Mahinder Singh)
Dy. Director (Admn.)

ANNEXURE

JOB DESCRIPTION FOR THE POST OF ADDITIONAL INDUSTRIAL ADVISER (ELECTRONICS)

1. Name of the Post : Additional Industrial Adviser (Electronics)
2. Status : Group 'A' Gazetted
3. Scale of pay : Pre-revised scale of pay of Rs.14,300-18,300/- (Revised Rs.37,400-67,000, PB-4, Grade Pay Rs.8,700/-)
4. Eligibility : Officers under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation :-
 - I.(a)(i) Holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.12,000-16,500/- (Revised Rs.15,600-39,100, PB-3, Grade Pay Rs.7,600/-) or equivalent in the parent cadre or department; and
 - (b) possessing the following educational qualifications and experience :-

Essential:

 - (i) Degree in Electronics or Communication Engineering or in Electrical Engineering with specialization in Electronics of a recognized University or equivalent ;
 - (ii) Twelve years experience in a managerial technical position in a technical organization or in an industrial concern in development and production of electrical and electronics components and equipments;
 - (iii) Should have knowledge in the latest techniques of production and use of modern machinery and equipment as applied to electrical and electronics industries.

Desirable:

 - (i) Master of Engineering or Master of Technology in Electronics or Telecommunication Engineering or Electrical Engineering with specialization in Electronics of a recognized university or equivalent;
 - (ii) Experience in advising or developing industries in general and small scale industries in particular.

Contd/-

- II. The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.
5. Age limit : The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.
6. Duties attached to the post :
1.To advise in formulation of policies for the promotion and development of small scale sector, viz. policy for reservation/de-reservation, technology upgradation programmes, quality management systems, energy conservation, pollution control, Government purchase programmes, raw material assistance an marketing supports, etc.
2.Planning and executing work related to Entrepreneurs Development Programmes, Vendor Development Programmes, Sub-contracting Exchanges etc. through SIDO's outfits.
3.Planning and creating technical documents and data base to SSI entrepreneurs, viz. Project Profiles, Industry Studies, Cluster Studies, Sources of Supplies of various inputs for SSI sector etc.
4.Planning and implementation of Ozone Depleting Substance (ODS) phase out programme as per the Montreal Protocol for SSI sector in association with Ministry of Environment and Forest.
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 Government shall ordinarily not exceed five years.
8. Location of the post : Hqrs. Office, 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

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 2005-06 to 2009-10) is enclosed. Integrity of the officer is also certified.

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