ANNEXURE

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)	:	`18400-22400 {Revised PB-4/ `37400-67000 + 10000(G.P.)}
4	Eligibility	:	Officers from the Central Government/State Governments/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 `16400-20000 {Revised PB-4/ `37400-67000 + 8900(G.P.)} 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 `14300-18300 {Revised PB-4/ `37400-67000 + 8700(G.P.)} 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.