

OFFICE MEMORANDUM

Sub: Filling up of four posts of Assistant Director (Gr.I) (Chemical) on deputation basis in the office of the Development Commissioner(Micro, Small and Medium Enterprises), Ministry of Micro, Small and Medium Enterprises.

There are four vacancies of Assistant Director (Gr.I) (Chemical) in the pre-revised scale of pay of Rs.8000-13500/- (revised PB-3/ Rs. 15600-39100 +5400 GP) in the office of the Development Commissioner (Micro, Small and Medium Enterprises), Ministry of Micro, Small and Medium Enterprises. It is proposed to fill up the posts on deputation (including short term contract) basis by appointment of suitable officer under the Central or State Governments or Universities or Recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organisations. The job description of the post is given in the **Annexure**. The pay of the officer selected for the post on deputation basis will be regulated in accordance with the DOPT O.M. No. 2/12/87-Estt. (Pay-II) dated 29.4.88, as amended from time to time.

2. It is requested that applications (in duplicate) in the enclosed proforma **duly signed by the applicant and endorsed by the employer alongwith the complete and up-to-date (photocopy duly attested) Confidential Reports /Annual Performance Assessment Reports of last five years (2005-06 to 2009-2010)** 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 publication of advertisement in 'Employment News'. **Photocopy of ACRs/APARs for the last five years should be attested by an officer not below the rank of Under Secretary.** 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 by an officer of the rank of Dy. Secretary to the Government of India or above.

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


(Mahinder Singh)
Deputy Director (Admn)

Encl: As above.

To
1. All Ministries/Departments of Government of India / State Governments / Universities / Recognized Research Institutions / Public Sector Undertakings / Statutory / Autonomous Organisations,

Copy to: ✓ SENET Division: A hard as well as soft copy of the O.M. is forwarded for placing the same on this office website as indicated in para 3 above.


(Mahinder Singh)
Deputy Director (Admn)