

**JOB DESCRIPTION FOR THE POST OF DY. DIRECTOR (Industrial Management and Training)**

1. Name of the Post: Deputy Director (Industrial Management and Training)
2. Status: Group 'A', Gazetted, Non-Ministerial
3. Scale of pay: Rs. 10000-15200/- (revised PB-3/Rs. 15600-39100 +6600 GP)
4. Eligibility: Officers under the Central or State Governments or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government autonomous or Statutory Organisations:  
(A) (i) holding analogous posts on regular basis;  
or  
(ii) with five years regular service in posts in the pre revised scale of Rs.8000-13500/- [(Revised PB-3/ Rs. 15600-39100/- +5400 (GP)]or equivalent;  
or  
(iii) with eight years regular service in posts in the scale of Rs.6500-10500/- [(Revised PB-2/ Rs.9300-34800/- + 4600 (GP)] or equivalent;  
and  
(B) Possessing following educational qualifications and experience:

**Essential :**

- (a)(i) Degree in Engineering from a recognized University or Institution or equivalent;
- (ii) Post Graduate Degree or Diploma in Industrial Management or Business Management or Business Administration from a recognized University or Institution or equivalent; and
- (iii) Three years experience in Management of Production or Marketing in a Central Government or a State Government or in any recognized industrial concern or Organisation or experience in Teaching Industrial Management or Business Management or Business Administration.  
or
- (b) (i) Degree in Economics or Commerce from a recognized university or equivalent;
- (ii) Post Graduate Degree or Diploma in Industrial Management or Business Management or Business Administration from a recognized University or Institution or equivalent; and
- (iii) Five years experience in Management or Production or Marketing in a Central Government or State Government or in any recognized Industrial concern or Organisation or experience in Teaching Industrial Management or Business Management or Business Administration.

Note1:-Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note2:-the qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Desirable : Experience of conducting surveys, preparing reports and planning.

Note: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists 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 56 years as on the closing date of receipt of applications.
6. Duties attached to the post: To visit micro, small and medium enterprises units and advise their supervisory staff and workers about different problems in the field and Industrial Management & Training which confront them in their day to day work.  
To suggest improved and economical techniques of production, proper handling materials and correct method of working.  
He should be familiar with the policies and programmes of the development of Micro, Small and Medium Enterprises and capable to organize different development programmes like EDP, MDP, and Motivational Campaign etc.  
Any other duties that may be assigned from time to time in the field of training management, consultancy and in other allied matters.
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 or Department of the Central Government shall ordinarily not exceed three years.
8. Location of post: The officers selected for the posts on deputation basis is liable to be posted any where in India.

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