

No. A-32013/1/2011-Admn (G)
Government of India
Ministry of Micro, Small & Medium Enterprises)
Office of the Development Commissioner
(Micro, Small & Medium Enterprises)

Nirman Bhayan, New Delhi
Dated, the 26th, August, 2013

OFFICE MEMORANDUM

Sub: Filling up of five posts of Deputy Director (GAD) on deputation (Including short-term contract) basis in Micro, Small & Medium Enterprises-Development Organization.

There are five vacant posts of Deputy Director (General Administration Division) in PB-3 (Rs. 15600-39100 with Grade Pay of Rs. 6600/-) in the Micro, Small & Medium Enterprises-Development Organisation under the Ministry of Micro, Small & Medium Enterprises. It is proposed to fill up these posts on deputation /absorption, including short-term contract basis by appointment of suitable officer under the Central Government.

2. The jobs description of the post etc. are given in the Annexure. The pay of the officer selected for the post on deputation (including short-term contract) will be regulated in accordance with the DOPT O.M. No. 2/29/91-Estt. (Pay-II) dated 05.01.94, 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 alongwith 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 issue of this O.M. In case original ACR Dossiers 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 by an officer of the rank of Deputy Secretary or above.

4. All ministries/Depts are requested to circulate above vacancy amongst the eligible officers.

Contd....2/-

5. The candidates those who have already applied, with reference to this office advertisement published in Employment News dated 3-9 September 2011, need not apply afresh. However, those candidates have to submit latest vigilance clearance and ACR of last five years from 2012-13.

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



(H. S. Bisht)

Deputy Director (Admn)

Encl: As above.

To

All Ministries / Department of Government of India.

Copy to:

✓ SENET Division: A hard as well as soft copy of the O.M. is forwarded for placing the same on the website as indicated in para 5 above.



(H. S. Bisht)

Deputy Director (Admn)

ANNEXURE

JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (GAD)

1.	Name of the Post	:	Deputy Director (General Administrative Division)
2.	Status	:	Group 'A' Gazetted
3.	Scale of pay	:	PB-(Rs.15600-39100+ 6600 Grade Pay)
4.	Eligibility	:	Officer under the Central Government:
	(a)	(i)	Holding analogous post on regular basis in the parent cadre or department; or
		(ii)	With five years regular service in the posts in the pre-revised scale of Rs. 8000-13500 (revised PB-3/Rs 15600-39100, Grade Pay Rs. 5400) or equivalent; or
		(iii)	With eight years regular service in the posts in the pre-revised scale of Rs. 6500-10500 (revised PB-3/Rs 9300-34800, Grade Pay Rs. 4600) or equivalent; and
	(b)		Possessing five years experience of administration, establishment and accounts matters.
5.	Age limit	:	The maximum age limit for appointment on deputation (including short-term contract) shall not be exceeding 56 years, as on the closing date of receipt of application.
6.	Duties attached to the post:		The officer should possess administrative experience knowledge and actual application of various administrative and financial rules/regulations of Government. He / She should have practical experience of the exercise of administrative and financial powers. He / She should be familiar with the policies and programmes of the development of Micro, Small & Medium Enterprises Developmental Organisation and capable of holding independent charge of an office.
7.	Period of deputation	:	Period of deputation including period of deputation 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 exceed three years.
8.	Location of post		New Delhi. However, the selected officers are liable to be posted / transferred anywhere in India.

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

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 2006-07 to 20010-11) is enclosed. Integrity of the officer is also certified.

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