

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

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Nirman Bhavan, New Delhi  
Dated the 2nd August, 2011.

**OFFICE MEMORANDUM**

**Sub: Filling up of three posts of Deputy Director (GAD) on deputation /absorption basis in the office of the Development Commissioner (Micro, Small and Medium Enterprises).**

There are three posts of Deputy Director (General Administrative Division) in the pre-revised scale `10000-325-15200 [revised PB-3/ `15600-39100, Grade pay `6600] are lying vacant/ likely to arise in the office of the Development Commissioner (MSME) under the Ministry of Micro, Small & Medium Enterprises. It is proposed to fill up the posts on deputation /absorption basis by appointment of suitable officer under the Central Government.

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. 2/29/91-Estt.(Pay-II) dated 05.01.1994 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/APARs 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 in the Employment News. In case original ACRs/APARs cannot be sent, photocopies of the ACRs/APARs 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/APARs 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](http://www.dcmsme.gov.in).

(Mahinder Singh)  
Deputy Director (Admn.)

Encl: As above.

To

1. All Ministries/Departments of Government of India.
2. 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.