

Government of India

Ministry of Micro, Small & Medium Enterprises

Office of the Development Commissioner
(Micro, Small & Medium Enterprises)

Nirman Bhavan, New Delhi

Dated the 3rd March, 2008

OFFICE MEMORANDUM


Sub: Filling up of one post of Director (Publicity) by promotion/transfer on deputation basis in the office of the Development Commissioner (MSME).

One post of Director (Publicity) in the scale of pay of Rs. 12000-16500/- is lying vacant in the office of the Development Commissioner (MSME) under the Ministry of Micro, Small & Medium Enterprises. It is proposed to fill up this post by promotion/transfer on deputation basis, by appointment of suitable officer under the Central/State Government holding analogous posts or with at least 3 years' service in post in the scale of Rs. 10000-15200/-. 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. 2/12/87-Estt.(Pay-II) dated 29.4.88 as amended from time to time. Appointment of the selected candidate shall be in accordance with final outcome in SLP No. 6170/2004 pending in Supreme Court.

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 attested photocopies of Confidential Reports of last five years(2003-04 to 2007-08) 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. Photocopies of the ACRs should be duly 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, in any respect, 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.

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

Encl : As above.


(Mahinder Singh)
Dy. Director(Admn.)
Ph. No. 2306 2148

To

All Ministries/Depts. of Central Govt./State Govts.

Copy to: IT 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.

JOB DESCRIPTION FOR THE POST OF DIRECTOR (PUBLICITY)

1. Name of the Post : Director (Publicity)
2. Status : Group ' A' Gazetted
3. Scale of pay : Rs. 12000-16500
4. Eligibility : Officers under the Central/State Government holding analogous posts or with atleast 3 years service in post in the scale of Rs. 10000-15200 or equivalent and possessing following educational qualification and experience:
Essential:
 - (i) Master's Degree in English with Hindi as an elective subject at graduation level or Master's Degree in Hindi with English as an elective subject at graduation level.
 - (ii) 7 years journalistic experience in a responsible position in a newspaper or news agency of standing or experience of publicity in public relations in an official organisation of repute.
(Qualifications relaxable at Commission's discretion in case of candidates otherwise well qualified, in particular, the qualification regarding experience is relaxable in case of candidates belonging to SC and ST for posts reserved for them.)

Desirable:

 - (i) Diploma In Journalism from a recognised University or equivalent.
 - ii) Knowledge of techniques of Printing and Production.

[Departmental Deputy Director (Publicity) with 3 years service in the grade rendered after appointment thereto on a regular basis and possessing the qualifications and experience as prescribed above shall also be considered. In case the Deputy Director (Publicity) is selected for appointment to the post, it shall be treated to have been filled by promotion.]
5. Duties attached to the post :
 1. To plan and direct publicity effort for MSMEDO erstwhile Small Industry Development Organisation.
 2. To supervise and guide the work in the publicity Division including the new journals.
 3. To co-ordinate the publicity effort of the MSME-DI through issue of guidelines, Circulars etc. and to render expert advise to them in the preparation of various types of publicity material etc.
 4. Writing of Special articles, features, speeches etc.
6. Period of deputation : Period of deputation shall ordinarily not exceeds 3 years
7. Location of the post : Hqrs. Office, New Delhi.

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
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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
- The date of initial appointment
 - Period of appointment on deputation/Contract
 - Name of the parent office/Organisation/Service to whom you belong.
10. Additional details about **present employment**:
Please state whether working under:
- Central Government
 - State Government
 - Central Autonomous Organisation
 - Central Government Undertakings
 - 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 Dossier (including ACRs from 2002-03 to 2006-07) is enclosed. Integrity of the officer is also certified.

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