

Nirman Bhavan, New Delhi
Dated, the 8th March 2007.

OFFICE MEMORANDUM

Sub: Filling up of one post of Industrial Adviser (Chemical) on deputation (Including short-term contract)/promotion basis in Small Industry Development Organisation.

There is one anticipated post of Industrial Adviser (Chemical) in the scale of pay of Rs. 16400-450-20000 in the Small Industry Development Organisation under the Ministry of Small Scale Industries. It is proposed to fill up this post on deputation (including short-term contract)/promotion basis by appointment of suitable officer under the Central or State Govts. Or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation: -

- I (a)(i) Holding analogous post on regular basis in the parent cadre or department;
Or
(ii) With two years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 14300-18300 or equivalent in the parent cadre or department; or
(iii) With seven years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 12000-16500 or equivalent in the parent cadre or department; and
(b) Possessing the following educational qualifications and experience: -

Essential:

- (i) Master's Degree in any branch of Chemistry or Degree in Chemical Technology or Chemical Engineering or Pharmacy of a recognised University or Institution or equivalent.
(ii) 17 year's experience in a managerial technical position in a technical organization or industrial concern in chemical industry like drug and pharmaceutical, dyes and dye-intermediates, paints and varnishes, organic chemicals, inorganic chemicals, soaps and detergents, matches, electroplating, plastics, rubber, paper conversion products, adhesives or other allied industries.
(iii) Should have knowledge in the latest techniques of productions and use of modern machinery, equipment and tools as applied to chemical industry.

Desirable:

Experience in advising or developing industries in general and small scale Industries in particular.

II. The departmental Additional Industrial Adviser (Chemical) with two years regular service in the grade in the pay scale of Rs. 14300-18300 or a combined regular service of seven years in grades of Additional Industrial Adviser (Chemical) and Director in Chemical Division failing which (ii) Director in the pay scale of Rs. 12000-16500 in the Chemical Division with seven years regular service in the grade will also be considered alongwith outsiders and if he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

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. 2/12/87-Estt.(Pay-II) dated 29.4.88 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.

4. Proforma for applying to the post and other details are also available on this office website: www.laghu-udyog.com

Sd/-
(Sarita Puri)
Deputy Director (Admn)

Encl: As above.

To

1. All Ministries/Deptts. of Central Govt./State Govts./Union Territories - with request to further circulate above vacancy amongst all Universities/Recognised Research Institutions/Public Sector Undertakings/ and Semi Government/Autonomous or Statutory Organisation under their administrative control.

ANNEXURE

JOB DESCRIPTION FOR THE POST OF INDUSTRIAL ADVISER (CHEMICAL)

1	Name of the Post	:	Industrial Adviser (Chemical)
2	Status	:	Group 'A' Gazetted
3	Scale of pay	:	Rs. 16400-450-20000
4	Eligibility	:	Officer under the Central or State Govts. or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation :- I.(a)(i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With two years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 14300-18300 or equivalent in the parent cadre or department; or (iii) With seven years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 12000-16500 or equivalent in the parent cadre or department; and (b) Possessing the following educational qualifications and experience: - Essential: (i) Master's Degree in any branch of Chemistry or Degree in Chemical Technology or Chemical Engineering or Pharmacy from a recognised University or Institution or equivalent. (ii) 17 years experience in a managerial technical position in a technical organization or industrial concern in chemical industry like drug and pharmaceutical, dyes and dye-intermediates, paints and varnishes, organic chemicals, inorganic chemicals, soaps and detergents, matches, electroplating, plastics, rubber, paper conversion products, adhesives or other allied industries. (iii) Should have knowledge in the latest techniques of productions and use of modern machinery, equipment and tools as applied to chemical industry. Desirable: Experience in advising or developing industries in general and small scale industries in particular

II.

The departmental Additional Industrial Adviser (Chemical) with two years' regular service in the grade in the pay scale of Rs. 14300-18300 or a combined regular service of seven years in grades of Additional Industrial Adviser (Chemical) and Director in Chemical Division failing which (ii) Director in the pay scale of Rs. 12000-16500 in the Chemical Division with seven years regular service in the grade will also be considered alongwith outsiders and if he/she is selected for appointment to the post the same shall be deemed to have been filled 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 :
1.To advise and formulate policy for the development of Chemical Industries in the Small Scale Sector and take suitable measures for the implementation of the same.
2.To co-ordinate with various agencies for establishment, development and improvement of Chemical Industries in the field of Small Scale Industries.
3.Small Industry Development Organisation has been entrusted with the responsibility for promotion and development of Small Scale Industries in the country.
- 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 Govt. shall ordinarily not exceeding five years.
- 8 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
- (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 2002-03 to 2006-07) is enclosed. Integrity of the officer is also certified.

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