



GOVERNMENT OF INDIA
Ministry of Micro, Small & Medium Enterprises
Office of Development Commissioner (MSME)
New Delhi



INDO GERMAN TOOL ROOM, INDORE
(A Government of India Society under Ministry of MSME)
291/B-302/A, Sector – E, Industrial Area, Sanwer Road, Indore – 452015 (M.P)

REQUIRES

GENERAL MANAGER

Indo German Tool Room (IGTR), Indore has been set up under Technical Collaboration Programme between the Government of India, State Government (Madhya Pradesh) and Government of Germany. The Tool Room is a Government of India Society, registered under Societies Registration Act and is functioning as an autonomous body under Ministry of Micro, Small and Medium Enterprises, Government of India. The main objectives of the Tool Room are to provide support services to the Micro, Small & Medium Enterprises for development and manufacture of precision tools, moulds, dies, fixtures and equipments; consultancy services and skilled manpower with hands on exposure to the state-of-the-art machinery in the area of Tool Engineering.

The General Manager, being Executive Head of IGTR, shall be responsible for day-to-day management and affairs of the Society and shall exercise his powers under the direction, superintendence and control of Chairman of Governing Council. It shall be the duty of General Manager to coordinate and exercise general supervision over all activities of IGTR.

Applications are invited from Citizens of India for the post of General Manager in INDO GERMAN TOOL ROOM, INDORE, which is proposed to be filled up on contract basis for a period of 5 years initially with further extension based on review of performance. The details regarding eligibility conditions etc. are as under:

EDUCATIONAL QUALIFICATION

- a. Essential :** Degree in Mechanical/Production Engineering or equivalent from a recognized University/Institution.
- b. Desirable :** Post Graduate qualification in Engineering/Technology/Management from recognized University/ Institution.

EXPERIENCE

- a. Essential :** 15 years experience in Production/Training Department of a Tool Room/reputed Engineering Industry of which 10 years in a responsible Technology/ Management position.
- b. Preferable :** Implementation & Management of Engineering Projects, experience in use of computerized MIS including Reverse engineering, Rapid Prototyping, CAD/CAM and CNC Technologies etc. Experience in Administration, Finance & Labour management.

SCALE OF PAY : PB-4, Pay Band - Rs. 37,400-67,000 and Grade Pay Rs. 8900. The post besides basic pay (Pay in Pay band + Grade Pay), carries allowances as per government rules.

AGE : 50 years (relaxable upto 5 years for SC/ST/Internal candidates & 3 years for OBC candidates) as on closing date of submission of application.

Application as per the Proforma given in detailed advertisement on Website www.dcmsme.gov.in and www.igtr-indore.com should be sent at the following address by **17.04.2017**

**“Director (AB –I), Office of the Development Commissioner (MSME), Room No. 720,
7th Floor, ‘A’- Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110108”.**

www.msme.gov.in

www.msmedatabank.in

www.udयोगाadhaar.gov.in

SIZE : W - 14 * H -20

APPLICATION PROFORMA

Name of the Post Applied for :

Name of the Applicant :

E-mail address :

Contact No. :

Father's Name :

Permanent Address :

Correspondence Address :

Date of Birth : - - / - - / - - - - Age

Category (Gen/SC/ST/OBC) : **Gen/SC/ST/OBC**
(Certificate to be enclosed in case of SC/ST/OBC)

Educational Qualification : (Copies to be attached)

a. Essential

S. No.	Name of Exam Passed	Board/ University	Year of Passing	Subjects	% / Division
1.					
2.					
3.					
4.					

Passport size
photograph
to be pasted

b. Desirable

S. No.	Name of Exam Passed	Board/ University	Year of Passing	Subjects	% / Division
1.					
2.					
3.					
4.					

Experience

:(Copies of Experience Certificate to be attached)

S. No.	Post Held	Period		Total Duration (Year/Month)	Salary Drawn	Name of Organisation	Nature of Work
		From	To				

DECLARATION

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Encl:

Signature of Applicant

Note:

1. A brief self assessment (one page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates and date of birth with their application.
3. Incomplete application & without copies of certificates would be rejected.
4. Candidates serving in Central / State Govt. or any Govt. undertaking/autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.
5. Giving false information and canvassing in any manner will render the applicant ineligible for the post.