



GOVERNMENT OF INDIA

## Ministry of Micro, Small & Medium Enterprises

Office of Development Commissioner (MSME), New Delhi

### Requires CEOs for Autonomous Bodies (Government of India Societies under Ministry of MSME):

1. Principal Director, Institute for Design of Electrical Measuring Instruments (IDEMI), Mumbai
2. General Manager, Indo German Tool Room (IGTR), Aurangabad
3. General Manager, Indo German Tool Room (IGTR), Indore
4. Principal Director, Process and Product Development Centre (PPDC), Agra

Ministry of Micro, Small and Medium Enterprises (MSME), Government of India has established various Autonomous Bodies (MSME-Technology Centres) across the nation and these centres primarily support industry particularly MSMEs by providing technical assistance & business advisory support. For details, please visit <http://dcmsme.gov.in>

The CEOs being the Executive Heads of Autonomous Bodies shall be responsible for day-to-day management and affairs of the Technology Centers and shall exercise powers under the direction, superintendence and control of Chairman of the Governing Council. It shall be the duty of CEO to co-ordinate and exercise general supervision of over all activities of the Autonomous Body.

Applications are invited from the citizens of India for the above posts, proposed to be filled up on contract basis for a period of 5 years initially with further extension, based on the review of performance till the age of superannuation. The details are as under:

	Principal Director, IDEMI, Mumbai	General Manager, IGTR, Aurangabad & Indore	Principal Director, PPDC, Agra
Educational qualification	<b>Essential:</b> Degree in Engineering in Mechanical / Electrical / Electronics / Communication/Instrumentation or its equivalent from a recognized University/ Institution <b>Desirable:</b> Post Graduate qualification in Engineering / Technology / Management from a recognized institution / University.	<b>Essential:</b> Degree in Mechanical/ Production Engg. or equivalent from a recognized University/ Institution. <b>Desirable:</b> Post Graduate qualification in Engineering / Technology / Management, from a recognized Institution.	<b>Essential:</b> Degree in Mechanical/ Metallurgical / Production Engineering from a recognized university / Institution or equivalent. <b>Desirable:</b> Post Graduate diploma in Foundry / forging technology or post Graduate qualification in Engineering / Management / Computer application or equivalent.
Experience	<b>Essential:</b> 15 years experience in production/Training/Design Dept/ Tool Room/ Calibration and Testing in a reputed engineering industry, out of which 10 years should be in a responsible Technical / Management position. <b>Desirable:</b> -Implementation & Management of Engineering projects, - Use of computerized MIS including reverse engineering, Rapid prototyping, etc. - CAD/CAM and CNC technology, etc. -NABL Accreditation procedures & Laboratory Management, -ISO 9001 / 14001 system -Experience in Administration, Finance and Labour Management.	<b>Essential:</b> 15 years experience in production/ Training Deptt. of a Tool Room/ reputed Engineering Industry of which 10 years in a responsible Technology / Management position. <b>Preferable:</b> Implementation & Management of Engineering projects, experience in use of computerized MIS including reverse engineering, Rapid prototyping, CAD/CAM and CNC technology, etc. Experience in Administration, Finance and Labour Management.	<b>Essential:</b> 15 years experience related to Foundry/forging industries in quality control, standardization R&D/technical consultancy/ training etc. out of which, 10 years in a responsible technical and managerial position. <b>Preferable:</b> Implementation of Engineering projects, experience in the Administration, Finance, Labour Management and CAD/CAM etc.
Scale of Pay	Level-13 A (as per 7th CPC)	Level-13 A (for GM, IGTR, Aurangabad, as per 7th CPC)  PB-4, Pay Band- Rs.37,400 - 67,000/- + GP Rs.8,900/- (for GM, IGTR, Indore, as per 6th CPC)	Level-13 (as per 7th CPC)
Other Benefits	These posts besides basic pay carry allowances as per Government Rules.		
Age	50 years (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates).		

Applications as per the Proforma given in detailed advertisement on Website [www.dcmsme.gov.in](http://www.dcmsme.gov.in) and respective website of the concerned Autonomous Body viz [www.idemi.org](http://www.idemi.org), [www.igtr-aur.org](http://www.igtr-aur.org), [www.igtr-indore.com](http://www.igtr-indore.com) and [www.ppdcaagra.in](http://www.ppdcaagra.in) should reach by speed/registered post only at following address by 04.01.2021 Advance scanned copy may be sent on email [palj@dcmsme.gov.in](mailto:palj@dcmsme.gov.in). Separate applications should be sent for separate locations (The envelope containing the application must be superscribed with application for the vacancy of respective position/location applied for).

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

Note: The 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.



## APPLICATION PROFORMA

Name of the Post Applied for: .....

[Put tick (✓) on any one]

I) Principal Director, IDEMI, Mumbai

II) General Manager, IGTR, Aurangabad

III) General Manager, IGTR, Indore

IV) Principal Director, PPDC, Agra

Name of the Applicant :

E-mail address :

Contact No. :

Father's Name :

Permanent Address :

Passport size  
photograph  
to be pasted

Correspondence Address :

Date of Birth (DD/MM/YYYY) : -/-/----

Age (In Years, Months & Days) :

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

**Educational Qualification**(Copies of Relevant certificates/Degrees to be attached):

**a. Essential** (Starting from Degree Examination onwards)

S. No.	Name of Exam Passed/ Degree	Board/ University	Month & Year of Passing (	Duration of Programme	Subjects	% / Division
1.						
2.						

**b. Desirable**

S. No.	Name of Exam Passed/ Degree	Board/ University	Month & Year of Passing	Duration of Programme	Subjects	% / Division
1.						
2.						

**Experience:** (Copies of relevant Experience Certificate to be attached)

S. No.	Post Held	Name of Organization	Type of Post (Part time/ Contractual/ Ad-hoc/ Regular/ Temporary/ Permanent)	Period (Exact dates to be given indicating day, month & year)		Total Duration			Salary Drawn	Nature of Work
				From (DD/MM/ YYYY)	To (DD/MM/ YYYY)	Years	Months	Days		

**DECLARATION**

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

Enclosures:

Place:

Signature of Applicant (with date)

**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 for Educational qualification, Experience & and Date of Birth (DOB) with their application.
3. The experience gained in full time employment, in the relevant field, after the completion of Essential Qualification, within the closing date of receipt of applications, is to be mentioned.
4. The details of experience i.e. Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment at each post (date, month and year) & field of experience indicating basic pay and consolidated pay, must be enclosed. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with respective duration(s).
5. Candidates serving in Central/State Govt. or any Govt. undertaking/autonomous organization, 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.
6. Giving false information and canvassing in any manner will render the applicant ineligible for the post.
7. Incomplete application or application with lack of essential documents, will summarily be rejected.
8. The application must contain the Vision Document (Max 500 words) which should include statement indicating their involvement in similar organization and their contribution in increasing income/ solving problems/ product development/ imparting training etc. The Vision Document should have new action initiation and ideas for the respective Centre. The write up should broadly cover the SWOT analysis of the Centre. You may also visit the website of concerned centre.

**N.B : Separate Application against each post, as per suitability, needs to be submitted.**