



GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
OFFICE OF DEVELOPMENT COMMISSIONER (MSME), NEW DELHI

Applications are invited for the post of General
Manager, Central Tool Room, Ludhiana

A new challenging opportunity awaits you to work as
General Manager of Autonomous Body
(Government of India Societies under Ministry of MSME)

We are looking for energetic, dynamic & talented professionals having domain knowledge, skill sets & leadership qualities, who wish to leverage their experience & knowledge to deliver high results in the respective sector

Central Tool Room, Ludhiana is providing technical consultancy support in the design and production of tools and jigs & fixtures to increase the efficiency of MSMEs in the Northern Region of India in light engineering. It also manufactures small and medium-size tools such as press tools, jigs & fixtures, moulds, dies, and special purpose tools by providing common service facilities. Develops skills in Heat treatment and Condensed Courses to students who want to become toolmakers, technicians in the plastic and metal processing industry or heat treatment specialists, skill development on advanced technologies such as CNC programming and machining and CAD/CAM.

For more details, please visit to www.dcmsme.gov.in, www.ctrludhiana.org

The Executive Head shall be responsible for day-to-day management and affairs of the Centre there by enhancing the competitiveness of MSMEs in the sector, focusing on improving their access to technology, providing skill up-gradation & offering advocacy support. They will provide leadership in business growth, building client relationship & manpower development. They will oversee & provide guidance for Marketing, Production, Training, Design, Consultancy, R&D etc. as required. They also have to work towards building the competencies of the Centre in the new/ upcoming areas of Technology. It shall be their duty to co-ordinate and exercise general supervision of over all activities of the Centre. The General Manager shall be responsible for revenue generation of the Centre for self sustenance.

Applications are invited from the **Citizens of India** for the above post, proposed to be filled up on contract basis for a period of 5 years initially with further extension, based on the review of the performance of the individual. The details are as under:

General Manager, Central Tool Room, Ludhiana	
Educational Qualification	Essential: Degree in Mechanical/Production Engg. Or equivalent from a recognized University/ Institution. Desirable: Post-Graduate qualification in Engineering/ Technology/ Management from recognized Institution.
Experience	Essential: 15 years experience in Production / Training Deptt. of a Tool Room / reputed Engineering industry of which 10 years in a responsible Technology / Management position. Desirable: 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	Level-13A (as per 7th CPC)
Other Benefits	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of ₹. 1,31,100 – 2,16,600/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}
Age	50 years, as on the last date of receipt of application (relaxable up to 5 years for SC/ST/Internal candidates & 3 years for OBC candidates.

If interested to work at challenging work environment, the duly filled Application, as per the Proforma given in detailed advertisement on Website www.dcmsme.gov.in and website of www.ctrludhiana.org should reach by **speed/ registered post** only at the following address by **21/04/2025**.

“Additional Development Commissioner (TC), Office of the Development Commissioner (MSME), Room No.-717, 7th Floor, A- Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110011”.

(The envelope containing the application **must be superscribed** with “Application for the vacancy of General Manager, CTR, Ludhiana”).

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. The crucial date of determining the age-limit shall be the closing date for receipt of application from candidates. Further, the post-qualification experience in the relevant field will only be considered for the purpose of experience criteria mentioned for the respective posts.

APPLICATION PROFORMA

Name of the Post Applied for: **General Manager, Central Tool Room, Ludhiana**

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) :
(as on closing date for receipt of application)

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

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) etc. 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. 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.
8. Incomplete applications or applications not meeting the eligibility criteria shall be summarily rejected and no further correspondence shall be entertained in this regard.