



GOVERNMENT OF INDIA, MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

EMPLOYMENT OPPORTUNITY

FOR THE POST OF DEPUTY GENERAL MANAGER,  
FOR NEW TECHNOLOGY CENTRE AT BADDI, SITARGANJ (UTTARAKHAND), KANPUR, KOCHI & PATNA  
AND  
DEPUTY DIRECTOR FOR TECHNOLOGY CENTRE IMPHAL

Ministry of Micro, Small and Medium Enterprises, Government of India has established 18 Technology Centres (TCs). TCs primary focus is to support industries particularly MSMEs in the country through:

- Access to advanced manufacturing technologies
- Skilling manpower by offering opportunities for technical skill development to the youth at varying levels ranging from school dropouts to graduate engineers and Providing technical and business advisory support to MSME entrepreneurs

Under the Technology Centre Systems Programme (TCSP) co-funded by World Bank, 15 new TCs are being established. Presently these TCs are under advance stage of construction. For full details about existing TCs and TCSP, please visit [http://www.dcmsme.gov.in/Toolroom\\_tdc.htm](http://www.dcmsme.gov.in/Toolroom_tdc.htm) and <http://www.dcmsme.gov.in/tcsp.html>

REQUIRED QUALIFICATION AND EXPERIENCE

1. Educational Qualification

A. General Engineering sector (TCs at BADDI, SITARGANJ, KOCHI, KANPUR & PATNA)

- **Essential:** Degree in Engineering (Mechanical/Electrical/Production/Industrial Engineering/Manufacturing Technology/Mechatronics or equivalent) from recognized University/ Institution
- **Desirable:** Post Graduation in engineering /Technology/ Management from recognized Institution.

B. Flavour & Fragrance Sector (TC at IMPHAL)

- **Essential:** Post Graduate degree in Chemistry/Botany/Agronomy/ Horticulture/ Agriculture Extension/Life Science/Computer Science or equivalent or Bachelor degree in Chemical Technology /Chemical Engineering or equivalent)/Agricultural Engg/Computer technology or equivalent from a recognized university / institution.
- **Desirable:** Doctoral degree in Chemistry/ Botany/Agronomy/ Horticulture/ Agriculture Extension/Life Science/ Computer Science or Post graduate degree Chemical Technology /Chemical Engineering / Agricultural Engg/Computer Technology or Post Graduate Diploma in Fragrance/ Flavor/Essential oils/ Perfumery

2. Experience:

- A. **Essential for General Engineering sector:** 10 Years in Production/Training Department of Tool Room /reputed Engineering Industry of which minimum 07 years in responsible Technical/ Management Position.
- B. **Preferable :** Implementation & Management of Engineering Projects, experience in use of reverse Engineering, Rapid Prototyping, CAD/CAM and CNC technology, experience in administration, finance, familiarity with labor laws in India, International exposure to up-coming and future technologies in the field of advanced manufacturing/precision engineering sector.
- C. **Essential for Flavour and Fragrance Sector :** 7 Years' experience in a responsible capacity in Industrial Establishment/ Technical/ R&D organization dealing with phyto-chemicals or aromatic and medicinal plants, aroma chemicals, essential oils, fragrance & flavor
- D. **Desirable :** 3 years experience in R&D/production work/ conducting training programmes in organization, dealing with aroma chemicals, essential oils, flavor & fragrance, aromatic and medicinal plants, spices and oleoresins.

3. **Scale of Pay:** For Dy. General Manager Rs.123100-215900 (level 13) and For Deputy Director Rs. 67700-208700/- (Level-11) (as per 7th CPC)

4. **Age:** 45 years (5 years relax for SC/ST/Internal & 3 years for OBC candidates).

5. Applications are invited from Citizens of India to fill up above mentioned posts on contract for a period of 5 years initially with further extension based on review of performance, till superannuation. For other details regarding Job description application format etc., please visit <http://www.dcmsme.gov.in>.

6. Last date of submission of application (as per prescribed format) by **01.07.2019** at the address mentioned below;

**Director (TCSP), O/o DC (MSME), Room No. 720, 7<sup>th</sup> Floor, A-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110 108**

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भारत सरकार,

सूक्ष्म लघु और मध्यम उद्यम मंत्रालय

रोजगार के अवसर

बददी, सितारगंज (उतराखंड), कानपुर, कोच्चि एवं पटना

में नए प्रौद्योगिकी केन्द्रों में उप महाप्रबंधक- और प्रौद्योगिकी केंद्र इम्फाल में उपनिदेशक के पद हेतु नियुक्तियां।

परियोजना सार: सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार ने 18 प्रौद्योगिकी केंद्र (टीसी) स्थापित किए हैं। टीसी का मुख्य उद्देश्य देश में उद्योगों विशेष रूप से एमएसएमई को सहायता देना है।

- अग्रिम विनिर्माण प्रौद्योगिकियों को उद्यमियों तक पहुंचाना।
- स्कूल छोड़ने वालों से लेकर स्नातक अभियंताओं तक विभिन्न स्तरों पर युवाओं को तकनीकी कौशल विकास के अवसर प्रदान कर जनशक्ति का कौशल विकास करना तथा एमएसएमई उद्यमियों को तकनीकी और व्यावसायिक सलाह देना।

विश्व बैंक समर्थित प्रौद्योगिकी केंद्र प्रणाली कार्यक्रम (टीसीएसपी) के अंतर्गत, देश के विभिन्न भागों में 15 नए प्रौद्योगिकी केन्द्रों (टीसी) की स्थापना की जा रही है। इस समय इन प्रौद्योगिकी केन्द्रों का निर्माण कार्य अग्रिम स्तर पर है। मौजूदा प्रौद्योगिकी केन्द्रों और टीसीएसपी के पूर्ण विवरण के लिए, कृपया <http://www.dcmsme.gov.in/Toolroomtdcs.html> तथा <http://www.dcmsme.gov.in/tcsp.html> देखें।

आवश्यक अर्हता और अनुभव

1. शैक्षिक अर्हता:

(क) सामान्य इंजीनियरिंग क्षेत्र) बददी, सितारगंज, कानपुर, कोच्चि और पटना टीसी के लिए।

- अनिवार्य : किसी मान्यता प्राप्त विश्वविद्यालय/इलेक्ट्रिकल/मैकेनिकल/संस्थान से इंजीनियरिंग/ प्रोडक्शन/इंडस्ट्रियल इंजीनियरिंग (मेक्ट्रोनिक्स या समकक्ष/विनिर्माण प्रौद्योगिकी/में डिग्री
- वांछनीय: किसी मान्यता प्राप्त संस्थान से इंजीनियरिंग प्रबंधन में स्नातकोत्तर/प्रौद्योगिकी/।

(ख) सुरस एवं सुगंध क्षेत्र (इम्फाल स्थित प्रौद्योगिकी केंद्र)

- अनिवार्य : किसी मान्यता प्राप्त विश्वविद्यालय/ संस्थान से रसायनशास्त्र/वनस्पतिशास्त्र/कृषि विज्ञान/बागबानी/कृषि विस्तार/जीव विज्ञान/कम्प्यूटर विज्ञान अथवा समकक्ष में स्नातकोत्तर उपाधि अथवा समकक्ष अथवा रसायन प्रौद्योगिकी/रसायन इंजीनियरिंग अथवा समकक्ष/कृषि इंजीनियरिंग/कम्प्यूटर प्रौद्योगिकी में स्नातक की उपाधि अथवा समकक्ष।
- वांछनीय : रसायन/वनस्पति/कृषि विज्ञान/बागबानी/कृषि विस्तार/जीव विज्ञान/कम्प्यूटर विज्ञान में डॉक्टर की उपाधि अथवा रसायन प्रौद्योगिकी/रसायन इंजीनियरिंग/कृषि इंजीनियरी/कम्प्यूटर प्रौद्योगिकी में स्नातकोत्तर की उपाधि अथवा सुगंध/सुरस/सुगंधित तेल/गंध-द्रव्य में स्नातकोत्तर डिप्लोमा।

2. अनुभव:

(क) सामान्य इंजीनियरिंग सेक्टर के लिए अनिवार्य : दूर रूम/प्रतिष्ठित इंजीनियरिंग उद्योग के उत्पादन/प्रशिक्षण विभाग में 10 वर्ष का अनुभव जिसमें से 07 वर्ष दायित्वपूर्ण तकनीकी/प्रबंधकीय पद पर कार्य किया हो।

(ख) वांछनीय : इंजीनियरिंग परियोजनाओं के कार्यान्वयन और प्रबंधन, रिवर्स इंजीनियरी, स्पीड प्रोटोटाइपिंग, कैंड/कैम और सीएनसी प्रौद्योगिकी का प्रयोग करने का अनुभव, प्रशासन, वित्त का अनुभव एवं भारत में श्रम कानूनों की जानकारी, उन्नत विनिर्माण/प्रीसीजन इंजीनियरिंग क्षेत्र में आने वाली और भविष्य की प्रौद्योगिकी का अंतर्राष्ट्रीय एक्सपोजर।

(ग) सुरस एवं सुगंध क्षेत्र के लिए अनिवार्य: फाइटो-केमिकल्स अथवा सुगंधित और औषधीय पौधों, सुगंधीय रसायनों, सुगंधित तेलों, सुरस एवं सुगंध के क्षेत्र में कार्यरत औद्योगिक स्थापनाओं/तकनीकी/अनुसंधान और विकास संगठनों में दायित्वपूर्ण पद पर कार्य करने का 7 वर्ष का अनुभव।

(घ) वांछनीय: सुगंधीय रसायनों, सुगंधित तेलों, सुरस एवं सुगंध, सुगंधित और औषधीय पौधों, मसालों और ओलेओरजिन के क्षेत्र में कार्यरत संगठनों में अनुसंधान एवं विकास/उत्पादन कार्य/प्रशिक्षण कार्यक्रम चलाने का 3 वर्ष का अनुभव।

3. वेतनमान: उप महाप्रबंधक के लिए रूपए 123100-215900 (लेवल-13) तथा उप निदेशक के लिए रूपए 67700-208700 (लेवल-11) (सातवें वेतन आयोग के अनुसार)

4. आयु: 45 वर्ष (अ.जा./अ.ज.जा./ विभागीय उम्मीदवारों के लिए 5 वर्ष की छूट और अ.पि.व. उम्मीदवारों के लिए 3 वर्ष की छूट)।

5. भारत के नागरिकों से आवेदन आमंत्रित किए जाते हैं, जिसे आरंभ में 5 वर्षों की अवधि के लिए संविदा के आधार पर भरे जाने का प्रस्ताव है। जिसे निष्पादन की समीक्षा के आधार पर अधिवर्षिता तक बढ़ाया जा सकता है। कार्य विवरण, आवेदन प्रपत्र इत्यादि से संबंधित अन्य विवरण के लिए कृपया <http://www.dcmsme.gov.in> देखें।

6. आवेदन नीचे दिये गए पते पर जमा करने की अंतिम तिथि (निर्धारित प्रपत्र में) **01.07.2019** है।

निदेशक (टीसीएसपी), विकास आयुक्त (एमएसएमई) का कार्यालय, कमरा 720, 'ए'-विंग, निर्माण भवन, मौलाना आज़ाद रोड, नई दिल्ली-110108

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<https://www.facebook.com/minmsme/>

<https://msme.gov.in>,

<https://udyogaadhaar.gov.in/>

## Job Description for DEPUTY GENERAL MANAGER (DGM)

The Ministry of Micro, Small and Medium Enterprises runs a network of 18 Technology Centers /Tool Rooms (TC) in various parts of India such as Aurangabad, Bhubaneswar, Ahmadabad, Hyderabad, Indore, Jamshedpur, Kolkata, Ludhiana, Jalandhar, Guwahati etc. These TCs are registered as Autonomous Bodies and are Centers of Excellence for training, tooling and die making and consulting across a range of Industry sectors such as Automotive, Aerospace, Plastics and General Engineering, etc. They use latest CAD software packages, advanced precision CNC machining and heat treatment facilities, rapid prototyping, ESDM Calibration, Testing facilities, Incubation, Consultancy facilities and provide training vide NSQF compliant long-term courses and short term courses in related subjects to approx 1.50 lakh persons in a year, apart from providing support to 36000 MSMEs.

The TCs are developing plans to build capacities in terms for training providers and consultants in the fields of AI, AR, VR, metal 3D printing, SAP B1, e-mobility, Advanced manufacturing technologies, solar sector etc.

In addition to above, the Ministry of MSME is implementing TECHNOLOGY CENTRE SYSTEMS PROGRAM (TCSP) - a \$400Mn World Bank assisted project to establish 15 New Technology Centers and upgrade existing 18 Technology Centers. Under this program, the upcoming Technology Centers would be equipped with multiple cutting edge manufacturing technologies, such as CNC Machine tools, 3D Manufacturing/Additive Manufacturing, Advanced Joining Technologies, Water jet/ Laser/ Ultrasonic machining, Robotics and Process Automation, Precision measurement/Metrology equipment, for General Engineering and Automotive Sector, state-of-the art Electronics Manufacturing Facilities, Calibration and Testing Facilities for Electronic System Design and Manufacturing (ESDM) Sector, Flavor & Fragrance etc. Most of the TCs will be operational in 2018-19.

The Ministry of Micro Small and Medium Enterprises is looking for dynamic leaders who are passionate about making a difference with rich background in manufacturing, analytical skills to steer the upcoming Technology Centres and help rapid growth of manufacturing competencies.

### **Job Profile:**

Technology Centers (TCs) are envisaged to play an important role in enhancing the competitiveness of MSMEs in the region. TC will focus on improving access to technology, providing skill up-gradation and offering advocacy support to the MSMEs. Deputy General Manager will be the divisional head of various activities and will work in close co-operation with the General Manager, his team, MSMEs and other stake holders. S/he will report to the General Manager.

The key roles and responsibilities of the Deputy General Manager include;

- Lead activities at the Technology Centre.
- Provide leadership in business growth, building client relationships and people development.
- Oversee and guide Marketing, Production, Training, Design, Consultancy departments at the Technology Centre, as required.
- Responsible for achieving the target KPIs set by the General Manager/Governing Council.
- Close interaction and collaboration with premier R&D and educational institutions, local industry clusters and other MSME Technology Centers.

- Contribute towards nurturing and growth of MSMEs, entrepreneurs and start-ups in the region.
- Identify proactively the Industry Trends.
- Build TC's competencies in the new / up-coming areas of Digital Manufacturing, Industry 4.0 and use of IoT for engineering manufacturing.
- Assist in all activities related to establishment and operationalization of new TC.
- Assist General Manager in growth of Technology Center Network across the country.

### **A For General Engineering Sector**

#### **A1 QUALIFICATION:**

1. **Essential:** Degree in Engineering (Mechanical/ Electrical/ Production/ Industrial Engineering / Manufacturing Technology/ Mechatronics or equivalent) from recognized University/ Institution.
2. **Desirable:** Post Graduation in engineering /Technology/ Management from recognized Institution.

#### **A2 EXPERIENCE:**

1. **Essential:** 10 Years in Production/Training Department of Tool Room /reputed Engineering Industry of which minimum 07 years in responsible Technical/ Management Position.
2. **Desirable:** Implementation & Management of Engineering Projects, experience in use of reverse Engineering, Rapid Prototyping, CAD/CAM and CNC technology, experience in administration, finance, familiarity with labor laws in India, International exposure to up-coming and future technologies in the field of advanced manufacturing / precision engineering sector.

#### **A3 Other Criteria/Information:**

1	Pay Band & Grade Pay / Pay Scale of the Post	Rs. 37400-67000,GP-8700 (As per 6 <sup>th</sup> CPC) Rs. 123100-215900, Level 13 (As per 7 <sup>th</sup> CPC)
2	Method of Recruitment	Direct recruitment on contract basis for 5 years at a time to be extended subject to review of performance, till superannuation.
3	Age Limit for Direct Recruitments	45 Years (5 years relax for SC/ST/Internal & 3 years for OBC)

## **APPLICATION PROFORMA FOR THE POST OF DEPUTY GENERAL MANAGER**

**Name of the Technology Centre applied for**  
(Baddi, Sitarganj, Kanpur, Kochi & Patna)

1. **Name of the Applicant** :

2. **E-mail address** :

3. **Contact No.** :

4. **Father's Name** :

5. **Date of Birth** : --/--/----

**Age**

6. **Permanent Address** :

Passport size  
photograph  
to be pasted

7. **Correspondence Address** :

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

9. **Educational Qualification including extra professional qualification**  
(Copies to be attached)

(a) Essential (In chronological order, starting from the highest)

S. No.	Name of Exam Passed	Board/ University	Year of Passing	Date of declaration of result	Subjects	% or Division
1.						
2.						
3.						
4.						
5.						

(b) Desirable

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

(C) Details of Training Programmes/Seminars/ Workshop etc.

S.No.	Name of the Training / Seminars / Workshop	Name of the Institute	Duration of the Training / Seminars / Workshop
1.			
2.			

(d) Details of Research Paper/ Publication etc.

**10. Type of present Employment: Government / PSU/ Autonomous Bodies / Private;**

- a. If, present employment is govt., than Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or Permanent/ contract: \_\_\_\_\_
- b. Date of Joining Govt. Service and name of the parent department/ Ministry/PSU/Autonomous body etc: \_\_\_\_\_
- c. Date of retirement in parent department: \_\_\_\_\_

**11. Details of employment, in chronological order**

(if space below is insufficient please enclose a separate sheet, duly authenticated by your signature),(Copies of Experience Certificate to be attached)

S. No.	Name of Organisation	Post Held	Period		Total Duration (Year/Month)	Salary Drawn with (Pay Band/ Grade Pay / Pay Level)	Nature of duties
			From	To			
1							
2							
3							

**12. 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/organization to which you belong.

**13. If earlier worked on deputation whether cooling off period of 3 years since last deputation completed, as per rules, : Yes/No**  
(if yes, please also indicate the date of repatriation)

### **DECLARATION**

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

Date: \_\_\_\_\_

Signature of Applicant

**Note:**

1. A brief self assessment regarding suitability for the post should also be enclosed by the applicants (one page).
2. Applicants must also enclose self attested copies of certificates and date of birth with their application.
3. Incomplete application & 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.
6. Candidates may apply for more than one Technology centre, but use separate application.
7. Address for submitting the application;

**Director (TCSP)**  
**O/o DC (MSME),**  
**Room No. 720,**  
**7<sup>th</sup> Floor, A-Wing, Nirman Bhawan**  
**Maulana Azad Road, New Delhi-110 108**  
**Ph. No-011 2306 1178, email: [tcsp@dcmsme.gov.in](mailto:tcsp@dcmsme.gov.in)**

## **Job Description for DEPUTY DIRECTOR (DD)**

The Ministry of Micro, Small and Medium Enterprises runs a network of 18 Technology Centre/Tool Rooms (TC) in various parts of India such as Aurangabad, Bhubaneswar, Ahmedabad, Hyderabad, Indore, Jamshedpur, Kolkata, Ludhiana, Jalandhar, Guwahati, Kannauj etc. These TCs are registered as Autonomous Bodies and are Centres of Excellence for training, tooling, die making, perfumery and consulting across a range of Industry sector such as Automotive, Aerospace, Plastic and General Engineering, Fragrance & Flavour etc. They use latest CAD software packages, advanced precision CNC machining and heat treatment, fragrance & flavour formulation facilities, rapid prototyping, ESDM calibration, NABL accredited testing facilities, Incubation, consultancy facilities and provide training vide NSQF compliant long term courses and short-term courses in related subjects to approx. 1.50 lakhs persons in a year, apart from providing support to 36000 MSMEs.

The TCs are developing plans to build capacities in terms for training providers and consultants in the fields of AI, AR, VR, metal printing, SAP 81, e-mobility, advanced manufacturing technologies, solar sector, fragrance & flavour etc.

In addition to above, the ministry of MSME is implementing TECHNOLOGY CENTRE SYSTEMS PROGRAM (TCSP) – a \$400Mn World Bank assisted project to establish 15 New Technology Centres and upgrade existing 18 Technology Centres.

Under this program, the upcoming Technology Centres would be equipped with multiple cutting edge manufacturing, advanced technologies, such as CNS Machine tools, 3D Manufacturing/Additive Manufacturing, Advanced Joining Technologies, Water jet/ Laser/ Ultrasonic machining, Robotics and Process Automation, Precision measurement/Metrology equipment, for General Engineering and Automotive Sector, state-of-the art Electronics Manufacturing Facilities, Calibration and Testing Facilities, calibration and Testing Facilities for Electronic System Design and Manufacturing (ESDM) Sector, Flavour & Fragrance extraction & formulation etc.

The Ministry of Micro Small and Medium Enterprises is looking for Dynamic leaders who are passionate about making a difference with rich background in manufacturing, analytical skills to steer the upcoming Technology Centres and help rapid growth of manufacturing competencies.

### **Job Profile:**

MSME-Technology Centres (TCs) are envisaged to play an important role in enhancing the competitiveness of MSMEs in the region. TC will focus on improving access to technology, providing skill up-gradation and offering advocacy support to the Aromatic and Medicinal plant based MSMEs. Deputy Director will be the divisional head of various activities and will work in close co-operation with the Director, his team, MSMEs and stake holders. S/he will report to the Director.

The key roles and responsibilities of the Deputy Director include;

- Lead activities at the MSME Technology Centre, Imphal and/or at any of its extension centre /project
- Provide leadership in business growth, building client relationships and people development.
- Oversee and guide Marketing, Production, Training, Design, Consultancy departments at the MSME Technology Centre- Imphal, as required.

- Responsible for achieving the target KPIs set by the Director/Governing Council.
- Close interaction and collaboration with premier R&D and educational institutions, local industry clusters and other MSME Technology Centres.
- Contribute towards nurturing and growth of MSMEs, entrepreneurs and start-ups in the region.
- Identify proactively the Industry Trends.
- Build TC's competencies in the new / up-coming areas of aromatic and medicinal Plant Industry.
- Assist in all activities related to establishment and operationalization of new TC/ extension centre / project.
- Assist Director in growth of Technology Centre Network across the country.

A1 QUALIFICATION:

1. Essential: Post Graduate degree in Chemistry/Botany/Agronomy/Horticulture/ Agriculture Extension/Life Science/Computer Science or equivalent or Bachelor degree in Chemical Technology/ Chemical Engineering or equivalent)/Agricultural Engg/ Computer Technology or equivalent from a recognized university / institution.
2. Desirable: Doctoral degree in Chemistry/Botany/Agronomy/Horticulture/Agriculture Extension/Life Science/Computer Science or Post graduate degree in Chemical Technology / Chemical Engineering /Agricultural Engg/ Computer Technology or Post Graduate Diploma in Fragrance/ Flavor/Essential oils/ Perfumery.

A2 EXPERIENCE:

1. Essential: 7 Years' experience in a responsible capacity in Industrial Establishment/ Technical/R&D organization dealing with phyto-chemicals or aromatic and medicinal plants, aroma chemicals, essential oils, fragrance & flavor.
2. Desirable: 3 years' experience in R&D/production work/ conducting training programmes in organization dealing with aroma chemicals, essential oils, flavor & fragrance, aromatic and medicinal plants, spices and oleoresins.

A3 Other Criteria/Information:

1	Pay Band & Grade Pay/ Pay Scale of the Post	Rs. 67700-208700, Level 11 (As per 7th CPC)
2	Method of Recruitment	Direct recruitment on contract basis for 5 years at a time to be extended subject to review of performance, till superannuation.
3	Age Limit for Direct Recruitments	45 Years (5 years relax for SC/ST/Internal & 3 years for (OBC)

## APPLICATION PROFORMA FOR THE POST OF DEPUTY DIRECTOR

Name of the technology Centre applied for

Imphal

1. Name of the Applicant :

2. E-mail address :

3. Contact No. :

4. Father's Name :

5. Date of Birth : --/--/----- Age

6. Permanent Address :

7. Correspondence Address :

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

9. Educational Qualification including extra professional qualification  
(Copies to be attached)

(a) Essential (In chronological order, starting from the highest)

S. No.	Name of Exam Passed	Board/ University	Year of Passing	Date of declaration of result	Subjects	% or Division
1.						
2.						
3.						
4.						
5.						

Passport size  
photograph  
to be pasted

(b) Desirable

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

(C) Details of Training Programmes/Seminars/ Workshop etc.

S.No.	Name of the Training / Seminars / Workshop	Name of the Institute	Duration of the Training / Seminars/ Workshop
1.			
2.			

(d) Details of Research Paper/ Publication etc.

**10. Type of present Employment: Government / PSU/ Autonomous Bodies / Private;**

- a. If, present employment is govt., than Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or Permanent/ contract: \_\_\_\_\_
- b. Date of Joining Govt. Service and name of the parent department/ Ministry/PSU/Autonomous body etc: \_\_\_\_\_
- c. Date of retirement in parent department: \_\_\_\_\_

**11. Details of employment, in chronological order**

(if space below is insufficient please enclose a separate sheet, duly authenticated by your signature),(Copies of Experience Certificate to be attached)

S. No.	Name of Organisation	Post Held	Period		Total Duration (Year/Month)	Salary Drawn with (Pay Band/ Grade Pay / Pay Level)	Nature of duties
			From	To			
1							
2							
3							

**12. 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/organization to which you belong.

**13. If earlier worked on deputation whether cooling off period of 3 years since last deputation completed, as per rules, : Yes/No**  
(if yes, please also indicate the date of repatriation)

### **DECLARATION**

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

Date: \_\_\_\_\_

Signature of Applicant

#### **Note:**

1. A brief self assessment regarding suitability for the post should also be enclosed by the applicants (one page).
2. Applicants must also enclose self attested copies of certificates and date of birth with their application.
3. Incomplete application & 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.
6. Address for submitting the application;

**Director (TCSP)**  
**O/o DC (MSME),**  
**Room No. 720,**  
**7<sup>th</sup> Floor, A-Wing, Nirman Bhawan**  
**Maulana Azad Road, New Delhi-110 108**  
**Ph. No-011 2306 1178, email: [tcsp@dcmsme.gov.in](mailto:tcsp@dcmsme.gov.in)**