



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



**CENTRAL INSTITUTE OF TOOL DESIGN**  
(A Government of India Society under Ministry of MSME)  
Balanagar, HYDERABAD - 500 037

**REQUIRES**  
**PRINCIPAL DIRECTOR**

Central Institute of Tool Design (CITD), Hyderabad was set up by Government of India with the assistance of UNIDO & ILO. The Tool Room is a Government of India Society, registered under Societies Registration Act 1860 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 Industries for design 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 Principal Director, being the Executive Head of CITD, 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 the Governing Council. It shall be the duty of Principal Director to co-ordinate and exercise general supervision of overall activities of CITD.

Applications are invited from citizens of India for the post of PRINCIPAL DIRECTOR in CENTRAL INSTITUTE OF TOOL DESIGN, Hyderabad, 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 condition etc. are as under:

**1. Educational Qualifications:**

- (a) **Essential** : Degree in Engineering (Mechanical/Production/Manufacturing Technology) or equivalent from recognized University/Institution.
- (b) **Desirable** : PG in Engineering/Technology/Management from recognized Institution

**2. Experience:**

- (a) **Essential**: 15 years experience in Production/Training department of a Tool Room/reputed Engineering industry of which 10 years in a responsible Technical/Management position.
- (b) **Preferable**: Implementation and Management of Engineering Projects, experience in use of computerized MIS including reverse engineering, Rapid Prototyping, CAD/CAM and CNC technologies. Experience in Administration, Finance & Labour Management.

**3. Scale of Pay** : PB-4, Pay Band- Rs.37,400 - 67,000/- + GP Rs.8,900/-.(as per 6<sup>th</sup> CPC)/Pay Matrix Level-13 A (as per 7<sup>th</sup> CPC). The post besides basic pay carries allowances as per Government Rules.

**4. Age** : 50 years (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates).

Application as per the Proforma given in detailed advertisement on Website [www.dcmsme.gov.in](http://www.dcmsme.gov.in) and [www.citdindia.org](http://www.citdindia.org) should be sent at the following address by **06.07.2018**.

**"Director (TR), Office of the Development Commissioner (MSME), Room No. 723-A,  
7<sup>th</sup> Floor, 'A'- Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110108".**

[www.msme.gov.in](http://www.msme.gov.in)

[www.msmedatabank.in](http://www.msmedatabank.in)

[www.udyogaadhaar.gov.in](http://www.udyogaadhaar.gov.in)

**SIZE : W - 14 \* H -20**

**APPLICATION PROFORMA FOR PRINCIPAL DIRECTOR IN CITD, HYDERABAD**

**Post Applied for** : **Principal Director, CITD**

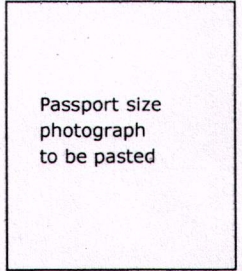
**Name of the Applicant** :

**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.					

**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.