



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



Applications are invited for the following posts:-

1. Principal Director, Electronics Service & Training Centre (ESTC), Ramnagar.
2. Project Manager, Tool Room & Training Centre (TRTC), Guwahati.

**A new challenging opportunity awaits you to work as
Principal Director/Project Manager of Autonomous Bodies
(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

Electronics Service & Training Centre (ESTC) is a Tool Room equipped with Modern & Standard laboratory with advanced technologies for Calibration in Electro technical & Mechanical areas, providing counselling, guidance and common facilities to entrepreneurs to support development of small-scale Electronics and IT Industries in the region.

Tool Room & Training Centre (TRTC) caters to the tooling and training need of Industries of North-Eastern Region by providing quality training in the field of Design with CAD/CAM/CNC Machining using latest technologies and manufacturing tools and other precision components, with the aim of promotion and growth of MSMEs through technological and skilled manpower support in the region.

For more details, please visit www.estcindia.com and www.trtcguwahati.org.

The Executive Heads shall be responsible for day-to-day management and affairs of the Autonomous Bodies thereby 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.

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, ESTC, Ramnagar	Project Manager, TRTC, Guwahati
Educational qualification	Essential: Degree in Engineering in Electronics & Communication/Electrical (with Electronics as a subject)/Computer (with Electronics as a	Essential: Degree in Mechanical/Production Engineering or equivalent from a recognized University/ Institution or equivalent.

	subject) or its equivalent from a recognized University/Institution. Desirable: Post Graduate qualification in Engineering /Technology/ Management from a recognized University/Institution.	Desirable: Post Graduate qualification in Engineering/Technology/Management from a recognized institution or equivalent.
Experience	Essential: 15 years experience in Electronics Engineering Industries/ Reputed Industrial Development Organisation in Production/ Training/Design Dept./Calibration and Testing Deptt./Quality Management Dept., etc. out of which 10 years should be in a responsible Technical/Management position. Desirable: (i) Development of Industries/ Projects/Quality Management Systems. (ii) Implementation & Management of Engineering Projects. (iii) Use of computerized MIS. (iv)NABL Accreditation, Procedures & Laboratory Management (v) ISO 9001/14001 systems. (vi) Administration, Finance and Labour Management.	Essential: 10 years experience in the Production/ Training Deptt. of a Tool Room/reputed Engineering Industry of which 7 years in a responsible Technical/Management position. Preferable: Implementation of Engineering projects, experience in the use of computerized admn. Systems, MIS, CAD/CAM and CNC Technologies etc., Experience in Administration, Finance & Labour Management.
Scale of Pay	Level-13 A (as per 7th CPC)	Level-13 (as per 7th CPC)
Other Benefits	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 1,31,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms. }	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 1,23,100/- 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 and 3 years for OBC candidates).	45 years, as on the last date of receipt of application (relaxable up to 5 years for SC/ST/Internal candidates and 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 the concerned Autonomous Body viz www.estcindia.com and www.trtcguwahati.org, should reach by **speed/registered post** only at the following address by 16.07.2023.

**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**

Separate applications should be sent for separate post/locations (The envelope containing the application **must be superscribed** with application for the vacancy of respective position/location applied for.....).

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:

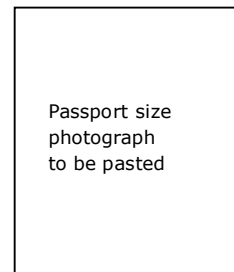
Name of the Applicant :

E-mail address :

Contact No. :

Father's Name :

Permanent Address :



Correspondence Address :

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

Age (In Years, Months & Days) :

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.