



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

Applications are invited for the following posts

1. General Manager, Indo German Tool Room (IGTR), Ahmedabad
2. Principal Director, Fragrance and Flavour Development Centre (FFDC), Kannauj

**A new challenging opportunity awaits you to work as
General Manager / Principal Director 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

Indo German Tool Room (IGTR) an ultra modern Tool Room equipped with latest machines provides product design, prototype development & job-work support to MSMEs and offers vast spectrum of training programs in the State-of-the-art Training facilities.

Fragrance & Flavour Development Centre (FFDC) caters to the technical needs of essential oil, fragrance & flavour industry, R&D institutions in the Sector by providing technical assistance, consultancy & skilling support etc.

For more details, please visit to www.igtrahd.com and www.ffdcindia.org.

The Executive Heads shall be responsible for day-to-day management and affairs of the of 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:

	General Manager, IGTR, Ahmedabad	Principal Director, FFDC, Kannauj
Educational qualification	<p>Essential: Degree in Mechanical/ Production/ Mfg. Technology Engg. or equivalent from a recognized University/ Institution.</p> <p>Desirable: Post Graduate qualification in Engineering /Technology/ Management, from a recognized Institution.</p>	<p>Essential: Post Graduate Degree in Chemistry / Botany/ Agronomy or degree in Chemical Technology/ Chemical Engg./ Agriculture Engg. from a recognized University / Institution.</p> <p>Desirable: Doctoral degree in Chemistry / Botany / Agronomy or Post – Graduate degree in Chemical Technology/ Chemical Engg./</p>

		Agricultural Engg. Or Post Graduate Diploma or degree in Management/ Computer Science.
Experience	<p>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.</p> <p>Preferable: 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.</p>	<p>Essential: 15 years experience in a responsible position in an Industrial Establishment / technical / R&D organization dealing with fine chemicals/ phyto-chemicals or aromatic and medicinal plants cultivation/processing or creation of fragrance/flavours, or quality management in phyto-chemicals and fine chemicals.</p> <p>Desirable: Experience in production/ R&D work/ teaching/ conducting training programmes in organizations dealing with aroma chemicals, essentials oils, flavours & fragrances, aromatic & medicinal plants, spices and oleo resins. Experience in Human Resource and Financial Management, Industrial Relations and General Administration. (In case of exceptionally deserving suitable & meritorious candidates, requirements of experience can be relaxed at the discretion of Chairman, Governing Council).</p>
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).	50 years, as on the last date of receipt of application (relaxable up to 5 years for employees of Govt., Semi-Govt./ Quasi- Govt. Organizations/ Autonomous Bodies SC/ST/Departmental Candidates, 3 years for OBC candidates and for Ex-Servicemen/ PH as per Central Govt. Rules).

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.igtrahd.com and www.ffdcindia.org, should reach by **speed/registered post** only at the following address by **24.01.2023**.

**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.....).

Those who have applied earlier for the post of Principal Director, FFDC, Kannauj need not apply again.

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:

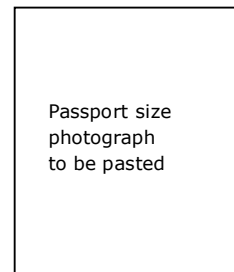
Name of the Applicant :

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.