

फा. सं. A-12025/03/2023-A(P&T) (ई- 4024199)

भारत सरकार / Government of India

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय/ Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त कार्यालय (एमएसएमई) / Office of the Development Commissioner (MSME)
प्रशासन (पी एवं टी) अनुभाग / Administration (P&T) Section

हॉल संख्या 32078, द्वितीय तल / Hall No. 32078, 2nd Floor
कर्तव्य भवन-3, नई दिल्ली / Kartavya Bhawan-3, New Delhi
दिनांक: 21 मार्च, 2026/ 21st March, 2026

रिक्ति परिपत्र / Vacancy Circular

**विषय/Subject: Filling up of posts in Office of the Development Commissioner (MSME)
under the Ministry of Micro, Small & Medium Enterprises on deputation
basis.**

Applications are invited for filling up of the following posts on deputation basis in the Office of the Development Commissioner (MSME) under the Ministry of Micro, Small & Medium Enterprises.

S. No.	Name of the post	Number of vacancies	Pay Level as per 7 th CPC	Details of post, eligibility and application proforma given at	Posts proposed to be filled from
1.	Deputy Director (General Administrative Division)	4	Level-11 (Group 'A' Gazetted)	Annexure-I & IA	Officers of the Central Government or State Government or Union Territory Administrations
2.	Assistant Director Grade I (General Administrative Division)	3	Level-10 (Group 'A' Gazetted)	Annexure-II & IIA	Officers under the Central Government or State Government or Union Territory Administrations
3.	Junior Accounts Officer	12*	Level-6 (Group 'B' Non-Gazetted)	Annexure-III & IIIA	Officers under the Central Government
4.	Stenographer Grade I	22	Level-6 (Group 'B' Non-Gazetted)	Annexure-IV & IVA	Officers holding the post of Stenographer under the Central Government

*including one anticipated vacancy w.e.f. 19.07.2026.

2. The pay of the officer/official selected for the post on deputation will be regulated in accordance with the Department of Personnel & Training O.M No.2/12/87-Estt(Pay-II) dated 29.04.88 as amended from time to time.

3. It is requested that applications (in duplicate) may be routed through proper channel in the prescribed proforma for the post duly signed by the applicant and endorsed by the employer along with;

- i) Bio-Data in prescribed format for the post applied for;
- ii) Confidential reports/APAR of last five years;
- iii) Vigilance Clearance;
- iv) NOC from parent organisation.

4. In case original APAR/ACR Dossiers cannot be sent, photocopies of the ACRs for the last five years duly attested by an officer not below the rank of Under Secretary may please be forwarded. Application received directly or without signature of the applicant and endorsement by the employer or after the last date or without confidential reports or otherwise found incomplete will not be considered. While forwarding the applications it may be verified and certified that the particulars furnished by the officer/official are correct and that no disciplinary case is pending or contemplated against the officer/official and he/she has not been awarded any major/minor penalty.

5. The applications of suitable and eligible candidates and who can be spared in the event of their selection may be sent to the following address within 60 days from the date of publication in the employment news.

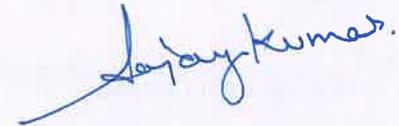
The Deputy Director (Admn.)

Office of the Development Commissioner (Micro Small & Medium Enterprises)

Hall No. 32078, 2nd Floor

Kartavya Bhawan-3, Kartavya Path

New Delhi – 110001



(संजय कुमार)/(Sanjay Kumar)
उप निदेशक (प्रशासन)/Deputy Director (Admn.)

संजय कुमार / SANJAY KUMAR
उप निदेशक / Deputy Director
भारत सरकार / Govt. of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त (सू. ल. एवं म. उद्यम) का कार्यालय
Office of the Dev. Commissioner (MSME)
कर्तव्य भवन नई दिल्ली-110011 / Kartavya Bhawan, New Delhi-110011

ANNEXURE - I**Job Description for the Post of Deputy Director (General Administrative Division)**

Name of the post	Deputy Director (General Administrative Division)
Status	Group 'A' Gazetted
Pay Level as per 7 th CPC	Level 11
Eligibility	Officers of the Central Government or State Government or Union Territory Administrations,- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service rendered after appointment to the post on regular basis in the level 10 (Rs. 56100-177500) in the pay matrix or equivalent in the parent cadre or department; and (b) possessing the following educational qualification and experience,- (i) Bachelor degree from a recognized University or Institute; and (ii) five years experience in administration or establishment or accounts matters.
Age limit	The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the last date of receipt of applications.
Duties attached to the post	To supervise works relating to administration, personnel, accounts and establishment matters viz. recruitment, promotion, pay and allowances, court cases, disciplinary cases, personnel, training, legal, financial, processing of salary/TA/medical claim bills, reconciliation of receipts and expenditures and other administration, establishment and accounts related matters. Any other duties that may be assigned by the authorities from time to time.
Period of deputation	The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.
Location of post	Liable to be posted /transferred anywhere in India

Note: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

ANNEXURE - IA

**BIO DATA PROFORMA FOR THE POST OF
DEPUTY DIRECTOR (GENERAL ADMINISTRATIVE DIVISION)**

1.	Name of the post applied for	Deputy Director (General Administrative Division)
2.	Name in Block letters	
3.	Current residential Address in Block letters	
4.	Office address in Block letters	
5.	eMail ID	
6.	Alternate eMail ID	
7.	Mobile Number	
8.	Alternate Mobile Number	
9.	Date of Birth (in Christian era)	<u>DD / MM / YYYY</u>
10.	Date of retirement under Central Govt. / State Govt. / UT Administration Rules	<u>DD / MM / YYYY</u>
11.	Educational Qualifications	Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Essential Qualification						
<i>Qualifications required</i>		<i>Qualifications possessed (Attach copy of certificate)</i>				
12.	Bachelor degree from a recognized University or Institute;					
Essential Experience						
<i>Experience required</i>		<i>Experience possessed</i>				
13.	five years experience in administration or establishment or accounts matters.					
14.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
15. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.						
	Office/Instt./ Orgn.	Post held	From	To	Scale of pay & Basic pay	Nature of Duties
(i)						
(ii)						
(iii)						
(iv)						
16.	Nature of present employment		Ad-hoc	Temporary	Quasi- permanent	Permanent
17.	In case the present employment is held on Deputation/contract basis, please state :		(i) The date of initial appointment			
			(ii) Period of appointment on deputation/ Contract			
			(iii) Name of the parent office/Organisation/ Service to whom you belong.			
18.	Additional details about present employment:		Please state whether working under:			
			Central Government	State Government	UT Administration	

19.	Are you in Revised Scale of Pay?	If yes, mention the date from which the revision took place and also indicate the pre-revised scale.
20.	Total emoluments per month now drawn.	
21.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
22.	Whether belongs to SC/ST/OBC	
23.	Remarks	

Date :

Signature of the Candidate

Endorsement by Employer

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplated against him/her and he/she has not been awarded any major/minor penalty during the last 10 years. His/her up-to-date CR Dossiers is enclosed. Integrity of the officer is also certified.

Signature

Name & Designation (with seal) _____

Complete Office address & Tel..No.:_____

Official eMail ID:_____

ANNEXURE - II**Job Description for the Post of
Assistant Director Grade-I (General Administrative Division)**

Name of the post	Assistant Director Grade-I (General Administrative Division)
Status	Group 'A' Gazetted
Pay Level as per 7 th CPC	Level 10
Eligibility	<p>Officers under the Central Government or State Government or Union territory Administration,-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years regular service in the grade rendered after appointment thereto on regular basis in post in level-9 (Rs. 53100-167800) in the pay matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with four years regular service in the grade rendered after appointment thereto on regular basis in level-8 (Rs. 47600-151100) of the pay matrix or equivalent in the parent cadre or department; or</p> <p>(iv) with five years regular service in the grade rendered after appointment thereto on regular basis in post in Level-7 (Rs. 44900-112400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing following educational qualification and experience:-</p> <p>(i) Bachelor Degree from a recognised University or Institute;</p> <p>(ii) three years experience in the administration or establishment or accounts matters.</p>
Age limit	The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications
Duties attached to the post	To deal with works relating to administration, personnel and establishment matters viz. recruitment, promotion, pay and allowances, court cases, disciplinary cases, personnel, training, legal, financial, processing of salary/TA/medical claim bills, reconciliation of receipts and expenditures and other administration, establishment and accounts related matters. Any other duties that may be assigned by the authorities from time to time.
Period of deputation	The period of deputation (including period of deputation) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.
Location of post	Liable to be posted /transferred anywhere in India

Note: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

ANNEXURE - IIA

BIO DATA PROFORMA FOR THE POST OF
ASSISTANT DIRECTOR GRADE-I (GENERAL ADMINISTRATIVE DIVISION)

1.	Name of the post applied for	Assistant Director Grade-I (General Administrative Division)
2.	Name in Block letters	
3.	Current residential Address in Block letters	
4.	Office address in Block letters	
5.	eMail ID	
6.	Alternate eMail ID	
7.	Mobile Number	
8.	Alternate Mobile Number	
9.	Date of Birth (in Christian era)	<u>DD / MM / YYYY</u>
10.	Date of retirement under Central Govt. / State Govt. / UT Administration Rules	<u>DD / MM / YYYY</u>
11.	Educational Qualifications	Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

12.	Essential Qualification					
	<i>Qualifications required</i>			<i>Qualifications possessed (Attach copy of certificate)</i>		
	Bachelor degree from a recognized University or Institute;					
13.	Essential Experience					
	<i>Experience required</i>			<i>Experience possessed</i>		
	three years experience in the administration or establishment or accounts matters.					
14.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
15.	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
	Office/Instt./ Orgn.	Post held	From	To	Scale of pay & Basic pay	Nature of Duties
(i)						
(ii)						
(iii)						
(iv)						
16.	Nature of present employment		Ad-hoc	Temporary	Quasi-permanent	Permanent
17.	In case the present employment is held on Deputation/contract basis, please state :		(i) The date of initial appointment			
			(ii) Period of appointment on deputation/ Contract			
			(iii) Name of the parent office/Organisation/ Service to whom you belong.			
18.	Additional details about present employment:		Please state whether working under:			
			Central Government	State Government	UT Administration	

19.	Are you in Revised Scale of Pay?	If yes, mention the date from which the revision took place and also indicate the pre-revised scale.
20.	Total emoluments per month now drawn.	
21.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
22.	Whether belongs to SC/ST/OBC	
23.	Remarks	

Date :

Signature of the Candidate

Endorsement by Employer

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplated against him/her and he/she has not been awarded any major/minor penalty during the last 10 years. His/her up-to-date CR Dossiers is enclosed. Integrity of the officer is also certified.

Signature

Name & Designation (with seal) _____

Complete Office address & Tel..No.: _____

Official eMail ID: _____

ANNEXURE - III**Job Description for the Post of Junior Accounts Officer**

Name of the post	Junior Accounts Officer
Status	Group B, Non-Gazetted
Pay Level as per 7 th CPC	Level 6
Eligibility	<p>Officers under the Central Government:-</p> <p>(i) holding analogous post on regular basis in the parent cadre or department and who have undergone training in Cash and Accounts from the Institute of Secretariat Training and Management or any institute recognised by the Central Government or State Government and possessing two years of experience in cash, accounts and budget work; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pay level-5 in the pay matrix (Rs 29200-92300/-) or equivalent in the parent cadre or department and who have undergone training in Cash and Accounts from the Institute of Secretariat Training and Management or any institute recognised by the Central Government or State Government and possessing two years of experience in cash, accounts and budget work; or</p> <p>(iii) Upper Division Clerks or Senior Secretariat Assistants in the pay level-4 in the pay matrix (Rs 25500-81100/-) with ten years' regular service in the grade or equivalent in the parent cadre or department and who have undergone training in cash and accounts work from the Institute of Secretariat Training and Management or any institute recognised by the Central Government or State Government and possessing two years of experience in cash, accounts and budget work.</p>
Age limit	The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications
Duties attached to the post	Ensure proper maintenance of accounts, accounts books records. Supervise subordinates engaged in maintenance of accounts and records. Scrutinize bills, receipts, payment etc. for proper entries in cash book, journal, ledger and other records. Ensure that prescribed accounting procedure is followed and accounts books are properly maintained. Ensure that instructions given or objections raised during audits are carried out or rectified. Advise appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials, machinery and other purchases and also disposal of assets, write off, depreciation and award of contract etc. Any other duties that may be assigned by the authorities from time to time.

Period of deputation	The period of deputation (including period of deputation) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.
Location of post	Liabile to be posted /transferred anywhere in India

Note: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

ANNEXURE - IIIA

BIO DATA PROFORMA FOR THE POST OF
JUNIOR ACCOUNTS OFFICER

1.	Name of the post applied for	Junior Accounts Officer
2.	Are you an Officer under the Central Government	<i>(Officers under the Central Government are only eligible)</i>
3.	Name in Block letters	
4.	Current residential Address in Block letters	
5.	Office address in Block letters	
6.	eMail ID	
7.	Alternate eMail ID	
8.	Mobile Number	
9.	Alternate Mobile Number	
10.	Date of Birth (in Christian era)	<u>DD / MM / YYYY</u>
11.	Date of retirement under Central Govt. Rules	<u>DD / MM / YYYY</u>
12.	Qualifications	Whether qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).
13.	Essential Qualification	
	<i>Qualifications required</i>	<i>Qualifications possessed (Attach copy of certificate)</i>
	Training in Cash and Accounts from the Institute of Secretariat Training and Management or any institute recognised by the Central Government or State Government	

Essential Experience						
<i>Experience required</i>		<i>Experience possessed</i>				
14.	Two years of experience in cash, accounts and budget work.					
15.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
16.	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
	Office/Instt./ Orgn.	Post held	From	To	Scale of pay & Basic pay	Nature of Duties
(v)						
(vi)						
(vii)						
(viii)						
17.	Nature of present employment		Ad-hoc	Temporary	Quasi- permanent	Permanent
18.	In case the present employment is held on Deputation/contract basis, please state :		(i) The date of initial appointment			
			(ii) Period of appointment on deputation/ Contract			
			(iii) Name of the parent office/Organisation/ Service to whom you belong.			
19.	Are you in Revised Scale of Pay?		If yes, mention the date from which the revision took place and also indicate the pre-revised scale.			
20.	Total emoluments per month now drawn.					
21.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.					

22.	Whether belongs to SC/ST/OBC	
23.	Remarks	

Date :

Signature of the Candidate

Endorsement by Employer

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplated against him/her and he/she has not been awarded any major/minor penalty during the last 10 years. His up-to-date CR Dossiers is enclosed. Integrity of the officer is also certified.

Signature

Name & Designation (with seal) _____

Complete Office address & Tel..No.: _____

Official eMail ID: _____

ANNEXURE - IV

Job Description for the Post of Stenographer Grade I

Name of the post	Stenographer Grade I
Status	Group B, Non-Gazetted
Pay Level as per 7 th CPC	Level 6
Eligibility	Officers holding the post of Stenographer under the Central Government: (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years regular service in Level 4 (Rs. 25500-81100) in the pay matrix.
Age limit	The maximum age limit for appointment by deputation shall not exceed fifty-six years as on the last date of receipt of applications
Duties attached to the post	i) Typing of essential or confidential documents including other typing work as considered necessary in administrative interest, ii) screening of telephone calls and the visitors in a tactful manner, iii) fixing up of appointments, and if necessary cancelling them, iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance of keeping them up, v) maintaining in proper order the papers required to be retained by the officer, vi) keeping a note of the movement of files passed by the officer and other officers, vii) Carrying out the corrections to the officers reference books, and viii) Any other duties that may be assigned by the authorities from time to time.
Period of deputation	The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.
Location of post	Liable to be posted /transferred anywhere in India

Note: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

ANNEXURE - IVA

BIO DATA PROFORMA FOR THE POST OF STENOGRAPHER GRADE I

1.	Name of the post applied for	Stenographer Grade I				
2.	Are you holding the post of Stenographer under the Central Government	<i>(Officers holding the post of Stenographer under the Central Government are only eligible)</i>				
3.	Name in Block letters					
4.	Current residential Address in Block letters					
5.	Office address in Block letters					
6.	eMail ID					
7.	Alternate eMail ID					
8.	Mobile Number					
9.	Alternate Mobile Number					
10.	Date of Birth (in Christian era)	<u>DD / MM / YYYY</u>				
11.	Date of retirement under Central Govt. Rules	<u>DD / MM / YYYY</u>				
12.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
13.	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
	Office/Instt./ Orgn.	Post held	From	To	Scale of pay & Basic pay	Nature of Duties
	(i)					
	(ii)					
(iii)						

(iv)						
14.	Nature of present employment	Ad-hoc	Temporary	Quasi-permanent	Permanent	
15.	In case the present employment is held on Deputation/contract basis, please state :	(i) The date of initial appointment				
		(ii) Period of appointment on deputation/ Contract				
		(iii) Name of the parent office/Organisation/ Service to whom you belong.				
16.	Are you in Revised Scale of Pay?	If yes, mention the date from which the revision took place and also indicate the pre-revised scale.				
17.	Total emoluments per month now drawn.					
18.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.					
19.	Whether belongs to SC/ST/OBC					
20.	Remarks					

Date :

Signature of the Candidate

Endorsement by Employer

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplated against him/her and he/she has not been awarded any major/minor penalty during the last 10 years. His/her up-to-date CR Dossiers is enclosed. Integrity of the officer is also certified.

Signature

Name & Designation (with seal) _____

Complete Office address & Tel..No.: _____

Official eMail ID: _____