

No. A-32012/7/2016-Admn(P&T)  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner  
(Micro, Small and Medium Enterprises)

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Nirman Bhavan, New Delhi  
Dated, the 27<sup>th</sup> July, 2016

**OFFICE MEMORANDUM**

**Sub: Filling up of one post of Director (Export Promotion) on deputation basis in the office of the Development Commissioner (Micro, Small and Medium Enterprises), Ministry of Micro, Small and Medium Enterprises - reg.**

There is one vacancy of Director (Export Promotion) in the scale of Pay band 3/ Rs.15600-39100 + GP Rs. 7600/- in the office of the Development Commissioner (Micro, Small and Medium Enterprises), Ministry of Micro, Small and Medium Enterprises. It is proposed to fill up the said post on deputation basis by appointment of suitable officers under the Central Government/ State Governments/Universities/Recognised Research Institutions/ Public Sector Undertakings/Statutory or Autonomous organization. The job description of the post is given in the **Annexure**. The pay of the officer selected for the post on deputation basis will be regulated in accordance with the DOPT O.M.No. 2/12/87-Estt. (Pay-II) dated 29.4.88, as amended from time to time.

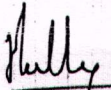
2. It is requested that applications (in duplicate) in the enclosed proforma duly signed by the applicant and endorsed by the employer alongwith the complete and up-to-date (photocopy duly attested) Confidential Reports of last five years (2010-11 to 2014-15) of the officers who fulfill the eligibility conditions and possess the essential/ desirable qualifications/ experience and who can be spared in the event of their selection may be sent to the undersigned. ACRs for the last five years should be attested by an officer not below the rank of Under Secretary. Applications received directly or without signature of the applicant and endorsement by the employer or after the last date or without the 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 are correct and that no disciplinary/Vigilance case is pending or contemplated against the officer and he/she has not been awarded any major/minor penalty during the last 10 years. Integrity of the officer should also be certified by an officer of the rank of Dy. Secretary to the Government of India or above.

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3. Proforma for applying to the said post and other details are also available on this office's website viz. [www.dcmsme.gov.in](http://www.dcmsme.gov.in).

4. The closing date of applications is the date 60 days after the date on which the advertisement is published in the Employment News/ Rozgar Samachar.

Encl: As above.

  
(Robert C. Tully)  
Director (Admn)

To

1. All Ministries/ Departments of Government of India, State Governments, Universities, Recognized Research Institutions, Public Sector Undertakings, Statutory or Autonomous Organizations;
2. Department of Personnel & Training, North Block, New Delhi with a request to upload the vacancy circular in their website, under the tab/link of "Vacancy Notification in Ministry/Department".
3. ✓ SENET Division, O/o DC(MSME) with a request to upload the vacancy circular in this Office's website.

**JOB DESCRIPTION FOR THE POST OF DIRECTOR (EXPORT PROMOTION)**

1.	Name of the Post:	Director (Export Promotion)
2.	Status:	Group 'A' Gazetted
3.	Scale of pay:	Rs. 15600-39100/- + GP Rs. 7600/-
4.	Eligibility:	<p>1. Officers under the Central Government/State Governments /Universities / Recognized Research Institutions/ Public Sector Undertakings / Statutory / Autonomous Organizations:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre / Department; or</p> <p>(ii) with five years' service in grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 10,000-325-15200 (Pre-revised) or equivalent in the parent cadre/Department; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p><b>Essential</b></p> <p>(i) Master's degree in Economics or Commerce with specialization in Business Administration/ Export promotion from a recognized University/ Institution or equivalent.</p> <p>(ii) Ten years experience in a managerial Capacity in Government/ Industrial/ Business concern in the field of Export Promotion.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Union Public Service commission in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualifications(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in case of candidates belonging to Scheduled Castes or Schedules Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> <p><b>Desirable:</b> - Should possess the Diploma/Certificate Course in Export Marketing from Indian Institute of Foreign Trade or any other recognized Institute.</p> <p><b>Note:</b> The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>
5.	Age limit:	The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

6.	Duties attached to the post:	<ul style="list-style-type: none"> <li>➤ Planning, coordinating, controlling and organizing the export promotion activities of the Small Scale Industries Development Organisation.</li> <li>➤ Devising Schemes for exploring foreign markets for small industries products.</li> <li>➤ Export Production planning of small industries products. Acting as Member, Secretary of the working group set-up for the purpose.</li> <li>➤ Advising the Government in formulating policies affecting export promotion of small scale industries products.</li> <li>➤ Coordinating export promotion programmes carried out by various officials and non-official Organisations in so far as small scale industries are concerned and maintaining liaison with these Organisation.</li> <li>➤ Representing the Small Scale Industries Development Organisation and the interest of small industries with meetings, seminars and conferences organized by various Govt. and private agencies.</li> <li>➤ Performing the functions of Member-Secretary of the Standing Committee on export Promotion of small scale industries constituted by the SSI Board.</li> <li>➤ Examining the export problems of small scale industries and helping them in overcoming the same.</li> <li>➤ Making representations to the Govt. on behalf of Export from small scale industries and suggesting remedies for elimination of their export problems.</li> <li>➤ Undertaking overseas market surveys, whenever, required to explore the possibilities of export of small industries products.</li> </ul>
7.	Period of deputation:	<p>Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Govt. shall ordinarily not exceed four years.</p>
8.	Location of post:	<p>The officers selected for the post on deputation basis are liable to be posted anywhere in India.</p>

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## BIO DATA PROFORMA

1.	Name and address in Block letters:					
2.	Date of Birth (in Christian era):					
3.	Date of retirement under Central/State Govt. Rules. :					
4.	Educational Qualifications :					
5.	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).					
		Qualifications/ Experience required	Qualifications, Experience possessed by the officer.			
	Essential (1) (2) (3)  Desirable(1) (2)					
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
7.	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	From	To	Scale of pay & Nature of duties held	Basic Pay
8.	Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent:					

9.	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/ Service to which you belong:	
10.	Additional details about present employment : Please state whether working under : (a) Central Government (b) State Government (c) Central Autonomous Organization (d) Central Government Undertakings (e) Universities	
11.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:	
12.	Total emoluments per month now drawn.	
13.	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:	
14.	Whether belongs to SC/ST/OBC.	
15.	Remarks	

Date :

Signature of the candidate \_\_\_\_\_  
Address and Tele. No. \_\_\_\_\_

**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 (including ACRs from 2010-11 to 2014-15) is enclosed. Integrity of the officer is also certified by an officer of the rank of Dy. Secretary to the Govt. of India or above.

Signature \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
Complete address & Tele.No. \_\_\_\_\_