

No. A-32012/2/2023-Admn(G)
Government of India
Ministry of Micro Small & Medium Enterprises
Office of the Development Commissioner
(Micro ,Small & Medium Enterprises)
Nirman Bhawan, New Delhi

Nirman Bhawan, New Delhi
Date: 20.07.2024

Vacancy Circular

Subject: Filling up of Four posts of Deputy Director (General Administrative Division) on Deputation basis in Office of the Development Commissioner (MSME) under the Ministry of Micro, Small & Medium Enterprises.

Applications are invited for filling up of **four posts of Deputy Director (General Administrative Division) Group 'A' Gazetted, pay Level 11 as per 7th CPC** in the Office of the Development Commissioner (MSME) under the Ministry of Micro, Small & Medium Enterprises. The post is proposed to be filled by appointment of suitable officers of Central Government or State Government or Union Territory Administrations on deputation basis.

2. The pay of the officer 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 (Annexure-II) duly signed by the applicant and endorsed by the employer along with;

- i) Bio-Data in prescribed format (Annexure-II);**
- 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 are correct and that no

disciplinary case is pending or contemplated against the officer 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)
Room No 705, Nirman Bhawan, New Delhi 110011**



Gaurav Katiyar

Joint Director (Admn.)

Telephone No. 011-23061430

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
Scale of pay	Level 11 as per 7 th CPC
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	New Delhi. However, the selected Officers are liable to be posted /transferred anywhere in India.

ANNEXURE - II

BIO DATA PROFORMA

1.	Name and address in Block letters	
2.	Date of Birth (in Christian era)	<u>DD / MM / YYYY</u>
3.	Date of retirement under Central Govt. / State Govt. / UT Administration Rules	<u>DD / MM / YYYY</u>
4.	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).
5.	Essential Qualification	
	<i>Qualifications required</i>	<i>Qualifications possessed</i>
	Bachelor degree from a recognized University or Institute;	
6.	Essential Experience	
	<i>Experience required</i>	<i>Experience possessed</i>
	five years experience in administration or establishment or accounts matters.	
7.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	

8.	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)						
9.	Nature of present employment		Ad-hoc	Temporary	Quasi- permanent	Permanent
10.	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.			
11.	Additional details about present employment:		Please state whether working under:			
			Central Government	State Government	UT Administration	
12.	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.			
13.	Total emoluments per month now drawn.					
14.	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.					
15.	Whether belongs to SC/ST/OBC					
16.	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 is enclosed. Integrity of the officer is also certified.

Signature

Name & Designation

Complete address & Tel..No.