

No. A-32013/1/2015-Admn.(G)  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner  
(Micro, Small and Medium Enterprises)

Nirman Bhavan, New Delhi  
Dated: 12<sup>th</sup> March, 2015

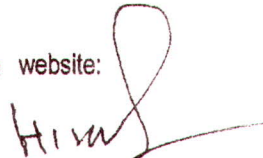
**OFFICE MEMORANDUM**

**Sub: Filling up of one post of Director (Personnel Management & Training) on deputation basis in the office of the Development Commissioner (Micro, Small and Medium Enterprises), Ministry of Micro, Small and Medium Enterprises.**

There is one vacancy of Director (PMT) in the scale of pay of Rs. 15600-39100/- + GP. Rs. 7600/- in the Office of the Development Commissioner (Micro, Small and Medium Enterprises), Ministry of Micro, Small & Medium Enterprises. It is proposed to fill up this post on deputation basis by appointment of suitable officer under the Central Government. 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) ACRs/ APARs of last five years (2008-09 to 2012-13) 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 within 60 days from the date of publication of this advertisement in Employment News. ACRs/APARs 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 ACRs/ APARs 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 either pending or being 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 and above.

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

  
(H.S. Bisht)  
Dy. Director (Admn.)

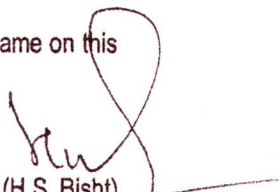
Encl: As above.

To

1. All Ministries/ Departments of Government of India.

Copy to,

✓ SENET Division: A hard as well as soft copy of the O.M. is forwarded for placing the same on this office website as indicated I para 3 above.

  
(H.S. Bisht)  
Dy. Director (Admn.)

JOB DESCRIPTION FOR THE POST OF DIRECTOR (PMT)

1. Name of the post: Director (Personnel Management & Training)
2. Status: Group 'A' Gazetted
3. Scale of Pay: Rs. 15600-39100/- + GP Rs. 7600/-
4. Eligibility: Officers under the Central Government.  
(a) (i) holding analogous post on regular basis; or  
(ii) with five years regular service in posts in the scale of Rs. 15600-39100/- + GP Rs. 6600/- or equivalent; and  
(b) Possessing 8 years' experience of administration, accounts and establishment work in a supervisory capacity.

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. Similarly deputationists shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

5. Age limit: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
6. Duties attached to the post: To deal with Personnel Management, Administration & Administrative Co-ordination relating to office of the Development Commissioner (Micro, Small & Medium Enterprises) as a whole or any subordinate unit (Micro, Small & Medium Enterprises – Development Institute) as the case may be and also to aid and advise senior officers of the Organisation in such matters. Formulation of action Plans and other programmes, their implementation, monitoring and evaluation for the office of the Development Commissioner (Micro, Small & Medium Enterprises) as a whole or any subordinate unit as the case may be, overseeing state level co-ordination, consultancy collection of Economic and Statistical Data, Export Promotion, preparation or project profiles in the matters relating to development of Micro, Small & Medium Enterprises conduct various managerial & technical training programme including in plant training workshops/ seminars for the officers, the supervisory staff and skilled workers of the Office of DC (MSME) & foreign nationals at various institutions operating under office of DC (MSME) and allied bodies. Any other duty that may be assigned from time to time in the field of training management, consultancy and in allied matters.
6. Period of deputation: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Govt. shall ordinarily not exceed four years.
7. Location of post: The officers selected for the post on deputation basis are liable to be posted any where in India.



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.

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Office/ Instt./ Orgn.	Post Held	From	To	Scale of pay & Basic Pay	Nature of duties
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8. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent.
8. 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/ Organisation/ Service to whom you belong.



9. Additional details about present employment:  
Please state whether working under:  
(a) Central Government  
(b) State Government  
(c) Central Autonomous Organisation  
(d) Central Government Undertakings  
(e) Universities
10. 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.
11. Total emoluments per month now drawn.
12. 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.
13. Whether belongs to SC/ST/ OBC.
14. 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/her up-to-date CR Dossiers (Including ACRs/ APARs from 2008-09 to 2012-13) 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. \_\_\_\_\_  
\_\_\_\_\_