

Nirman Bhawan, New Delhi  
Dated: 29.05.2023

### **Vacancy Circular**

**Filling up of five posts of Assistant Director Grade I (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 five posts of Assistant Director Grade I (General Administrative Division) Group 'A' Gazetted, pay Level 10 as per 7<sup>th</sup> 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 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;
- 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 Deputy Director (Admn). Office of the Development Commissioner (Micro Small & Medium Enterprises) Room No 707 Nirman Bhawan New Delhi 110011 within 60 days from the date of publication in the employment news.

*Gizul*  
*30/05/2023*  
Pankaj Kumar Jha  
Deputy Director (Admn)  
Telephone No. 23061430

## **Annexure -I**

### **Details of the post**

1. Job Description for the Post of Assistant Director Grade I (General Administrative Division)
  - A. Name of the post : Assistant Director Grade I (General Administrative Division)
  - B. Status: Group 'A' Gazetted
  - C. Scale of pay : Level 10 as per 7<sup>th</sup> CPC
  - D. Eligibility: Officer under the Central Government.
    - (a) (i) holding analogous posts on regular basis: or
    - (ii) with five years regular service in posts in the Level 7 as per 7<sup>th</sup> CPC or equivalent :or
    - (b) Possessing Three years' experience of administration, establishment and accounts matters.
2. Age limit: The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of application.
3. Duties attached to the post: The officer should possess administrative experience knowledge and actual application of various administrative and financial rules/regulations of Government. He/She should have practical experience of the exercise of administrative and financial power. He/She should be capable of holding independent charge on an office.
4. 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 three years.
5. Location of post: New Delhi. However, the selected Officers are liable to be posted /transferred anywhere 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
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 & Nature of Duties	Basic Pay
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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 :
  - (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. -