



सत्यमेव जयते



GOVERNMENT OF INDIA  
Ministry of Micro, Small & Medium Enterprises  
Office of Development Commissioner (MSME), New Delhi



Applications are invited for the following posts

1. Principal Director, Central Institute of Hand Tools (CIHT), Jalandhar
2. Principal Director, Process Cum Product Development Centre (PPDC), Meerut
3. General Manager, Indo Danish Tool Room (IDTR), Jamshedpur
4. Principal Director, Centre for Development of Glass Industry (CDGI), Firozabad

A new challenging opportunity awaits you to work as  
General Manager /Principal Directors of Autonomous Bodies  
(Government of India Societies under Ministry of MSME)

*We are looking for energetic, dynamic & talented professionals having domain knowledge, skill sets & leadership qualities, who wish to leverage their experience & knowledge to deliver high results in the respective sector*

**Central Institute of Hand Tools (CIHT), Jalandhar** is working for development of Hand Tool Industry. The centre assists MSMEs for design, development, manufacturing of dies, tools, jigs & fixtures and provides Heat Treatment of tooling for Hand Tools, Testing & Quality Control etc. CIHT imparts training in the field of product design & development, CAD/CAM, CNC Machining, Automation with PLC and Quality Control etc.

**Process cum Product Development Centre (PPDC), Meerut** works for upgradation of MSME sector specifically sport goods & allied sector. The centre consists of Tool Room having latest infrastructure for CAD/CAM & CNC technology, tool & die making and conducts testing of Sports Goods & various Packaging materials etc. The Centre conducts training courses on sports goods manufacturing, Leather & other garments manufacturing techniques etc.

**Indo Danish Tool Room (IDTR), Jamshedpur** with its state-of-the-art facilities provides solution for products like Plastic Injection Mould, Pressure Die Casting Dies, Jigs, Fixture and Gauges, Press Tool for Sheet Metal, Precision Machining, Hard Material Machining, Laser Calibration The centre provides Training in Tool Engineering, Machinist, CAD/ CAM/ CAE & CNC Technology, PLC, VLSI, etc.

**Centre for the Development of Glass Industry (CDGI), Firozabad** equipped with latest moulding & shaping machines, assists glass industry for improving its overall performance, technology upgradation, energy conservation & skill development. CDGI provides testing of raw & finished products, measurement & control of pollution, industry and common facility services to glass industry.

For more details, please visit to [www.dcsmse.gov.in](http://www.dcsmse.gov.in), [www.ppdcmeerut.com](http://www.ppdcmeerut.com), [www.ciht.in](http://www.ciht.in), [www.cdgiindia.net](http://www.cdgiindia.net) & [www.idtr.gov.in](http://www.idtr.gov.in).

The Executive Heads shall be responsible for day-to-day management and affairs of the Autonomous Bodies thereby enhancing the competitiveness of MSMEs in the sector, focusing on improving their access to technology, providing skill up-gradation & offering advocacy support. They will provide leadership in business growth, building client relationship & manpower development. They will oversee & provide guidance for Marketing, Production, Training, Design, Consultancy, R&D etc. as required. They also have to work towards building the competencies of the Centre in the new/ upcoming areas of Technology. It shall be their duty to co-ordinate and exercise general supervision of over all activities of the Centre.

Applications are invited from the **Citizens of India** for the above posts, proposed to be filled up on contract basis for a period of 5 years initially with further extension, based on the review of performance till the age of superannuation. The details are as under:

	Principal Director, CIHT, Jalandhar	Principal Director, PPDC, Meerut	General Manager, IDTR, Jamshedpur	Principal Director, CDGI, Ferozabad
Educational Qualification	<p><b>Essential:</b> Degree in Mechanical/ Production Engineering or equivalent from a recognized University/Institution</p> <p><b>Desirable:</b> Post Graduate qualification in Engineering /Technology/ Management from a recognized Institution</p>	<p><b>Essential:</b> Degree in Engineering/ Technology in Leather/ Chemical/ Rubber/ Plastic/ Mechanical/ Polymer Engineering from a recognized University/Institution</p> <p><b>Desirable:</b> Master's qualification in Engineering/ Technology in Leather/ Chemical/ Rubber/ Plastic/ Mechanical/ Polymer Engineering from a recognized University/ Institution or Post Graduate Diploma in Management from a recognized institution</p>	<p><b>Essential:</b> Degree in Mechanical/ Production Engineering from a recognized University/ Institution.</p> <p><b>Desirable:</b> Post Graduate qualification in Engineering/ Technology / Management from recognized institution.</p>	<p><b>Essential:</b> Degree in Ceramic/ Silicate/ Glass Technology or equivalent with glass as a main subject from a recognized university or institute with 15 years' experience in production/ research in a glass/ ceramic industry/ R&amp;D organization in a responsible position.</p> <p><b>Desirable:</b> Post Graduate Degree in Ceramic/ Silicate/ Glass Technology or management with experience in implementation of glass projects and manufacture of different types of glasses/ glass products.</p>
Experience	<p><b>Essential:</b> 15 years' experience in Production/Training department of a Tool Room/reputed Engineering industry of which 10 years in a managerial technical position</p> <p><b>Preferable:</b> Implementation and Management of Engineering Projects, experience in use of computerized Management Information System including reverse engineering. Rapid Prototyping, CAD/ CAM and CNC technologies etc. Experience in Administration, Finance &amp; Labour Management</p>	<p><b>Essential:</b> 15 years in manufacturing/ R&amp;D works in Leather/ Chemical/ Rubber/ Plastic/ Mechanical/ Polymer/ Tool Room Fields in a reputed organization, of which 10 years in a responsible Technology/ Management position.</p> <p><b>Desirable:</b> Experience in Manufacturing/ R&amp;D works in sports goods industry.</p>	<p><b>Essential:</b> 15 years' experience in Production / Training Deptt. of a Tool Room/ reputed Engineering Industry of which 10 years in a responsible Technology/ Management position</p> <p><b>Preferable:</b> Implementation of Engineering Projects preferably with foreign collaboration, experience in use of Computerized MIS including Reverse Engineering, Rapid Prototyping etc. Experience in Administration, Finance and Labour Management, CAD CAM and CNC Technologies</p>	<p>Experience in financial, personnel management and general administration.</p>
Scale of Pay	Level-13 A (as per 7 <sup>th</sup> CPC)	Level-13 A (as per 7 <sup>th</sup> CPC)	Level-13 A (as per 7 <sup>th</sup> CPC)	Level-13 (as per 7 <sup>th</sup> CPC)
Other Benefits	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic)}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic)}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic)}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic)}

	of Rs. 1,31,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	of Rs. 1,31,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	of Rs. 1,31,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	of Rs. 1,23,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}
<b>Age</b>	50 years, as on the last date of receipt of application (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates).	50 years (relaxable by 5 years for Internal/ SC/ ST candidates, 3years for OBC candidates and for PH/ Ex-servicemen as per Govt. of India Rules.	50 years. (Relaxable up to 5 years for SC/ST/ Internal candidates and 3 years for OBC)	Not exceeding 50 years (relaxable up to 5 years for Departmental candidates and employees of Govt. and semi-Govt organizations)

If interested to work at challenging work environment, the duly filled Application, as per the Proforma given in detailed advertisement on Website [www.dcmsme.gov.in](http://www.dcmsme.gov.in) and website of the concerned Autonomous Body [www.ppdcm eerut.com](http://www.ppdcm eerut.com), [www.ciht.in](http://www.ciht.in), [www.cdgiindia.net](http://www.cdgiindia.net) & [www.idtr.gov.in](http://www.idtr.gov.in). should reach by **speed/ registered post** only at the following address by 13<sup>th</sup> October,2024.

**Additional Development Commissioner (TC), Office of the Development Commissioner (MSME),  
Room No. 717, 7<sup>th</sup> Floor, 'A'- Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110011**

Separate applications should be sent for separate post/locations (The envelope containing the application **must be superscribed** with application for the vacancy of respective position/location applied for.....).

Note: The candidates serving in Central/State Govt. or any Govt. Undertaking/Autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview. The crucial date of determining the age-limit shall be the closing date for receipt of application from candidates. Further, the post-qualification experience in the relevant field will only be considered for the purpose of experience criteria mentioned for the respective posts.

**APPLICATION PROFORMA**

**Name of the Post Applied for:** .....

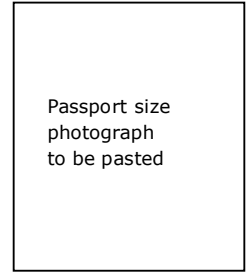
**Name of the Applicant :**

**E-mail address :**

**Contact No. :**

**Father's Name :**

**Permanent Address :**



**Correspondence Address :**

**Date of Birth (DD/MM/YYYY) :** - - / - - / - - - -

**Age (In Years, Months & Days) :**  
(as on closing date for receipt of application)

**Category :** **Gen/SC/ST/OBC/PH**  
(copy of relevant certificate to be enclosed in case of SC/ST/OBC/PH)

**Educational Qualification**(Copies of Relevant certificates/Degrees to be attached):

**a. Essential** (Starting from Degree Examination onwards)

S. No.	Name of Exam Passed/ Degree	Board/ University	Month & Year of Passing	Duration of Programme	Subjects	% / Division
1.						
2.						

**b. Desirable**

S. No.	Name of Exam Passed/ Degree	Board/ University	Month & Year of Passing	Duration of Programme	Subjects	% / Division
1.						
2.						

**Experience:** (Copies of relevant Experience Certificate to be attached)

S. No.	Post Held	Name of Organization	Type of Post (Part time/ Contractual/ Ad-hoc/ Regular/ Temporary/ Permanent)	Period (Exact dates to be given indicating day, month & year)		Total Duration			Salary Drawn	Nature of Work
				From (DD/MM/ YYYY)	To (DD/MM/ YYYY)	Years	Months	Days		

**DECLARATION**

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Enclosures:

Place:

Signature of Applicant (with date)

**Note:**

1. A brief self assessment (one page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates for Educational qualification, Experience and Date of Birth (DOB) etc. with their application.
3. The experience gained in full time employment, in the relevant field, after the completion of Essential Qualification, within the closing date of receipt of applications, is to be mentioned.
4. The details of experience i.e. Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment at each post (date, month and year) & field of experience indicating basic pay and consolidated pay, must be enclosed. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with respective duration(s).
5. Candidates serving in Central/State Govt. or any Govt. undertaking/autonomous organization, are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.
6. Giving false information and canvassing in any manner will render the applicant ineligible for the post.
7. The application must contain the Vision Document (Max 500 words) which should include statement indicating their involvement in similar organization and their contribution in increasing income/ solving problems/ product development/ imparting training etc. The Vision Document should have new action initiation and ideas for the respective Centre. The write up should broadly cover the SWOT analysis of the Centre. You may also visit the website of concerned centre.
8. Incomplete applications or applications not meeting the eligibility criteria shall be summarily rejected and no further correspondence shall be entertained in this regard.