

Subject: - Publication of vacancy circular for hiring of Consultants-reg.

Approval for hiring of 07 nos. consultant have been obtained from the competent authority.

2. One vacancy circular is prepared and attached with this note.

3. It is kindly requested to publish this Vacancy Circular in official website of O/o DC(MSME), New Delhi on 01.08.2022

Bidyapati Patra
28/07/2022

(Bidyapati Patra)
Asstt. Director (Admn)
Ph: 23061472

✓ Director, SENET Division;

ID Note No. A-54/12/2022-ADMIN(P&T)-DCMSME, dated: 28.07.2022

Copy to:-

1. PS to ADC (Admin.);
2. Dy. Director (Admin.);

No. A-54/12/2022-ADMIN(P AND T)-DCMSME
Government of India
Ministry of Micro Small and Medium Enterprises
Office of Development Commissioner (MSME)
Administration Division

Nirman Bhawan, New Delhi
Dated the 28th July'2022

VACANCY CIRCULAR

Subject: Engagement of 02 Young Professional, 02 Consultant (Grade1), 01 Consultant (Grade 2) and 02 Sr. Consultant on contract basis in the O/o DC(MSME), New Delhi - reg.

The O/o DC(MSME), New Delhi proposes to engage 02 Young Professional, 02 Consultant (Grade 1), 01 Consultant (Grade 2) and 02 Sr. Consultant on contract basis

a) Young Professional:

01.	Number of Young Professional to be engaged on contract basis	Two
02.	Period of engagement	Duration of the contract: Initial Contract for one year which may be extended on yearly basis subject to the performance as reviewed by the Competent Authority.
03.	Age Limit	Maximum 32 Years (as on the 1 st July of the recruiting year).
04.	Remuneration Payable	Rs. 60,000 (fixed)
05.	Place of Work	O/o DC(MSME), 7 th Floor, Nirman Bhawan, New Delhi.
06.	Qualification/ Experience	Essential: Master Degree in relevant subject or BE/ B.Tech. in CS or IT or MCA from leading academic Institutions with minimum 1 year work experience in relevant field. Desirable: Experience in software gathering process, programming, development of applications etc.
07.	Termination agreement of	The O/o DC (MSME), New Delhi may terminate the services of Consultant in case his/ her services are not satisfactory or he/ she is lacking in honesty and integrity.
08.	Notice period for relieving	The contract can be terminated by either side by giving notice of one month's time.

*Checked
28/7/22*

b) Consultant Grade 1:

01.	Number of Consultant (Grade 1) to be engaged on contract basis	Two
02.	Period of engagement	Duration of the contract: Initial Contract for one year which may be extended on yearly basis subject to the performance as reviewed by the Competent Authority.
03.	Age Limit	Maximum 45 Years (as on the 1 st July of the recruiting year).
04.	Remuneration Payable	Consolidated (Rs. 80,000 - Rs. 1,45,000).
05.	Place of Work	O/o DC(MSME), 7 th Floor, Nirman Bhawan, New Delhi.
06.	Qualification/ Experience	Essential: BE/ B-Tech/ME/M-Tech/ MBA(Finance)/ MA(Economics)/ LLB/LLM with 03~05 years of working experience of related field Desirable: a) Acquainted with knowledge of official noting, drafting, file maintenance, experience in dealing with parliamentary related matters, legal matter etc.
07.	Termination agreement of	The O/o DC(MSME), New Delhi may terminate the services of Consultant in case his/ her services are not satisfactory or he/ she is lacking in honesty and integrity.
08.	Notice period for relieving	The contract can be terminated by either side by giving notice of one month's time.

c) Consultant (Grade 2):

01.	Number of Consultant (Grade 2) to be engaged on contract basis	One
02.	Period of engagement	Duration of the contract: Initial Contract for one year which may be extended on yearly basis subject to the performance as reviewed by the Competent Authority.
03.	Age Limit	Maximum 50 Years (as on the 1 st July of the recruiting year).
04.	Remuneration Payable	Consolidated (Rs. 1,45,000 - Rs. 2,65,000).
05.	Place of Work	O/o DC(MSME), 7 th Floor, Nirman Bhawan, New Delhi.
06.	Qualification/ Experience	Essential: LLB from a recognized Institute/ University with at least 8 years of work experience in relevant field. Desirable: Experience in CAT cases and other service related court cases.

Handwritten signature and date:
28/07/22