

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

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.

d) Sr. Consultant:

01.	Number of Sr. Consultant 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 62 Years (as on the 1 st July of the recruiting year).
04.	Remuneration Payable	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement
05.	Place of Work	O/o DC(MSME), 7 th Floor, Nirman Bhawan, New Delhi.
06.	Qualification/ Experience	Essential: Post Graduate in any field with at least 15 years of work experience in Govt. offices not below the rank of Under Secretary with at least 6 years of experience in Cadre Implementation Activities. Desirable: a) Retired person from UPSC or DoPT
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.

2. The engagement of Sr. Consultants/ Consultants Grade 2/ Consultants Grade 1/Young Professionals on contract basis will be subject to fulfilment of terms & conditions entailed in the guidelines of HR Section of this Ministry.

3. The selected person should be available on his mobile/telephone and email at all times on engagement in the Ministry. He may be required to attend office on Saturday/Sundays and other holidays, if necessary.

4. The O/o DC(MSME), New Delhi reserves the right to accept or reject in part or in full, all the responses without assigning any reasons whatsoever.

G. K. S.
28/07/12

5. Interested persons who will be in a position to join immediately on call may submit their particulars only through email on given Email id - **Estt-hqrs@dcmsme.gov.in** as per the prescribed proforma along with the relevant documents by 31.08.2022. Physical applications will not be entertained.

Gidul
28/07/2022

(Pankaj Kumar Jha)
Dy. Director (Admin.)
Tel. No. - 011-23061472
Email id - Estt-hqrs@dcmsme.gov.in

Proforma for sending application for Sr. Consultants/ Consultants Gr. 2/ Consultants Gr. 1/Young Professionals:

Sl. No.	Item	Details
01	Application for	Write whichever is applicable (Sr. Consultants/ Consultants Grade 2/ Consultants Grade1/Young Professionals)
02	Name	
03	Father's Name	
04	Mother's Name	
05	Date of Birth/ Age	Supporting document to be attached
06	Gender	
07	Educational Qualification	Supporting document to be attached
08	Details of Experience	Supporting document to be attached
09	Last Pay Drawn	Supporting document to be attached
10	Resume	

Instructions for sending application on email (Estt-hqrs@dcmsme.gov.in):-

- The above Proforma will be the body of the email.
- All the relevant documents/certificates in support of the details in proforma may be attached with the email as a single pdf with file name: 'additional documents-candidates name' (single pdf should not be more than 10 Mb in size)
- The resume should be submitted as pdf with file name as 'Resume-candidates name'. (file size should not be more than 2 Mb)
- Last date for submission of application is within one month from publication of this advertisement.