

No. A-32013/2/2007-Admn (G)  
Government of India  
Ministry of Small Scale Industries  
Office of the Development Commissioner  
(Small Scale Industries)

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Nirman Bhavan, New Delhi  
Dated, the 20th April, 2007

### **OFFICE MEMORANDUM**

**Sub: Filling up of one post of Deputy Director (Electrical) on deputation (Including short-term contract) basis in Small Industry Development Organisation.**

There is one vacant post of Deputy Director (Electrical) in the scale of pay of Rs. 10000-325-15200/- in the Small Industry Development Organisation under the Ministry of Small Scale Industries. It is proposed to fill up this post on deputation (including short-term contract) basis by appointment of suitable officer under the Central/ State Govts./ Union Territories/Recognised Research Institutions/ Public Sector Undertakings/ Semi Government/ Autonomous or Statutory Organisations. The salient features, e.g. qualification, experience, jobs description of the post etc. are given in the **Annexure**. The pay of the officer selected for the post on deputation (including short-term contract) 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 Confidential Reports of last five years 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 issue of this O.M. In case original 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. Applications received directly or without signature of the applicant and endorsement by the employer or after the last date or without the 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 during the last 10 years. Integrity of the officer should also be certified by an officer of the rank of Deputy Secretary or above.

3. Candidates from Public Sector Undertakings should clearly indicate whether the pay scale held by them is on the Central D.A. pattern or the Industrial D.A. pattern.

4. All ministries/Deptts are requested to circulate above vacancy amongst the eligible officers.

5. Proforma for applying to the post and other details are also available on this office website: [www.laghu-udyog.com](http://www.laghu-udyog.com)

(Sarita Puri)  
Deputy Director(Admn)

Encl : As above.

To

1. All Ministries/Deptts. of Central Govt./State Govts./Union Territories - with request to further circulate above vacancy amongst all Recognised Research Institutions/Public Sector Undertakings and Semi Government/Autonomous or Statutory Organisations under their administrative control.

Copy to:

SENET Division: A hard as well as soft copy of the O.M. is forwarded for placing the same on the website as indicated in para 5 above.

(Sarita Puri)  
Deputy Director (Admn)

## ANNEXURE

### JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (ELECTRICAL)

- |   |                              |   |
|---|------------------------------|---|
| 1 | Name of the Post:            | Deputy Director (Electrical)  |
| 2 | Status:                      | Group 'A' Gazetted  |
| 3 | Scale of pay:                | Rs. 10000-325-15200/-   |
| 4 | Eligibility:                 | Officer under the Central/ State Govts./ Union Territories/<br>Recognised Research Institutions/ Public Sector Undertakings/<br>Semi Government/Autonomous or Statutory Organisations :-<br><br>(a) (i) Holding analogous post on regular basis; or<br><br>(ii) With five years regular service in posts in the scale of<br>Rs.2200-4000 (Revised scale of pay Rs.8000-13500) or<br>Equivalent; and<br>(b) Possessing the educational qualifications and experience<br>as under<br><b>Essential:</b><br>(i) Degree in Electrical Engineering from a recognised<br>University or equivalent.<br><br>(ii) Five years experience in technical/industrial concern<br>in the production of light electrical machinery and<br>appliances.<br><b>Desirable:</b><br>(i) Familiarity with the latest techniques of production<br>and use of modern machinery, equipment and tools<br>as applied to the electrical trade.<br>(ii) Administrative experience.<br><br>The Departmental officers in the feeder category who are<br>in the direct line of promotion shall not be eligible for<br>consideration for appointment on deputation. |
| 5 | Age limit:                   | The maximum age limit for appointment on deputation<br>(including short-term contract) shall not be exceeding 56<br>years, as on the closing date of receipt of application.  |
| 6 | Duties attached to the post: | (i) To visit small scale units & advise their supervisory<br>staff & workers in different technical problems which<br>confront them in the manufacture of light engineering products<br>falling under small scale sector. To suggest improved &<br>economical techniques of production, proper use of materials<br>and correct type of machinery & tools suitable for the purpose<br>of demonstration etc.  |

- (ii) To plan production in the electrical engineering Industry.
- (iii) To prepare model schemes for the manufacture of different light electrical engineering products.
- (iv) To manage Branch Institutes/Field Testing Station Technically as well as administratively.

- 7 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.
8. Location of post: The officers selected are liable to be posted/transferred 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.

9. 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.
10. 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
11. 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.
12. Total emoluments per month now drawn.
13. 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.
14. Whether belongs to SC/ST/OBC.
15. 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 up-to-date CR Dossiers (including ACRs from 2002-03 to 2006-07) is enclosed. Integrity of the officer is also certified.

Signature \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
Complete address & Tele.No. \_\_\_\_\_  
\_\_\_\_\_