

Ph. EPABX-23022220, 23022221, 23022202
FAX: - (91-11)-23062315, 23061726, 23061068,
Telegram: SMALLINDEVCOM, NEW DELHI
कार्यालय, विकास आयुक्त (सूक्ष्म लघु एवं मध्यम उद्यम)
सूक्ष्म लघु एवं मध्यम उद्यम संस्थान, (भारत सरकार),
निर्माण भवन, सातवीं मंजिल, मौलाना आजाद रोड,
नई दिल्ली-११००११
e-Mail- dc-msme@nic.in



सूक्ष्म लघु एवं मध्यम उद्यम
MICRO, SMALL, & MEDIUM ENTERPRISES

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FAX: - (91-11)-23062315, 23061726, 23061068,
Telegram : SMALLINDEVCOM, NEW DELHI
OFFICE OF THE DEVELOPMENT COMMISSIONER
(MICRO, SMALL, & MEDIUM ENTERPRISES)
MINISTRY OF MICRO, SMALL, & MEDIUM ENTERPRISES
Government of India
Nirman Bhawan, 7th Floor,
Maulana Azad Road, New Delhi-110011
e-Mail- dc-msme@nic.in

No. 21/03/PD/CIHT/2008/TR-II

29th May 2008

Principal Director
Central Institute of Hand Tools
Jalandhar

Subject:- Advertisement for Recruitment for the Post of Principal Director, Central Institute of Hand Tools, Jalandhar

Sir,

Please find enclosed herewith a copy of the advertisement for recruitment for the post of Principal Director, Central Institute of Hand Tools, Jalandhar. It is requested that this advertisement may kindly be published through DAVP, with an advise to appropriately size it to economise on cost, in leading national newspapers published from Kolkata, Hyderabad, Bangalore, Chennai, Delhi, Mumbai and also in Employment News. The advertisement may be released during first week of July' 2008, through DAVP under intimate to this office. Advertisement cutting of all such newspapers may also be sent to this office.

2. You are also requested to place the advertisement along with relevant details of the Tool Rooms on the website of the Tool Room.

Yours faithfully

(R.K. RAI)
DY. DIRECTOR (TR-II)

Copy to:-

✓ Dy. Director (SENET), O/o DC (MSME) with a request to place the enclosed copy of the advertisement on the website of DC (MSME).

AD (OPS) as directed by DR (TR-II)
upload on website in the Third week of June/08
DC

**CENTRAL INSTITUTE OF HAND TOOLS
(MSME-Tool Room)
(A Government of India Society)
Ministry Of Micro Small & Medium Enterprises
G.T. By-pass Road, Jalandhar-1440088**

**REQUIRES
PRINCIPAL DIRECTOR**

Central Institute Of Hand Tools (CIHT), Jalandhar, has been set up as a National Institute for hand tools at Jalandhar in the State of Punjab with the assistance of UNIDO in the year of 1983. CIHT is a Government of India Society, registered under Societies Registration Act and is functioning as autonomous body under Ministry of Micro, Small & Medium Enterprises, Government of India. The main objectives of the Institute are to provide technology support services to the micro, small & medium industries such as improved design & production technologies for hand tools, common facility services for forging, die , tools, jigs & fixtures, testing & quality control techniques and skill development activities in the field.

The Principal Director, being the Executive Head of CIHT, shall be responsible for day-to-day management and affairs of the Society and shall exercise his powers under the direction, superintendence and control of the Chairman of the Governing Council. It shall be the duty of the Principal Director to coordinate and exercise general supervision over all the activities of the CIHT.

Applications are invited from citizens of India for the post of Principal Director (Scale of Pay – Rs.16400-450-20000) in CENTRAL INSTITUTE OF HAND TOOLS, JALANDHAR, which is proposed to be filled up on contract basis for a period of 5 years initially with further extension based on the review of performance. The details regarding eligibility condition etc. are as under:

Educational Qualification

- a. Essential** : Degree in Mechanical/Production Engg/Metallurgy Engg. Or equivalent from a recognized University/Institution.
- b. Desirable** : Post Graduate qualification in Engineering/Technology/ Management from recognized University/ Institution.

Experience

a. Essential : 15 years experience in Production/Training Department of a reputed Forging Industry / Tool Room/reputed Engineering Industry of which 10 years in a responsible technology/ Management position

b. Desirable : Implementation of Engineering Projects, experience in use of computerized Management Information System. and experience in-Administration, Finance & Labour Management.

Scale of Pay : Rs.16400-450-20000. The post besides basic pay, carries allowances as per government rules.

Age : Below 50 years (relaxable up to 5 years for SC/ST/Internal candidates & 3 years for OBC candidates).

Duration of Appointment : The appointment will be made on contract basis for a period of 5 years initially with further extension based on review of performance of the individual.

Applications, in duplicate, indicating the name of the applicant, date of birth, SC/ST or General, permanent address, complete address for correspondence, details of educational qualification & experience, stating the name of organization served, post held, salary drawn, nature of job, current salary along with a recent passport size photograph should be sent at the following address within 30 days from the date of publication of this advertisement.

A brief self-assessment regarding the suitability for the post should also be enclosed by the applicants. Applicants must also enclose attested copies of certificates and date of birth with their application. Incomplete application would be rejected. Persons working in Government, Quasi-Government or public sector should apply through proper channel with advance copy. Giving false information and canvassing in any manner will render the applicant ineligible for the post.

Applications, along with all enclosures, may be sent to the "**Industrial Adviser (Tool Room), Office of the Development Commissioner (MSME), 7th Floor, A Wing, Nirman Bhavan, Maulana Azad Road, New Delhi-110011**".