

IMMEDIATE

No.391-70/2011-STG-III
Government of India
Ministry of Communications & IT
Department of Telecommunications
(STG-III Section)

Room No.419, Sanchar Bhawan
20, Ashoka Road, New Delhi-11
Dated, ~~27th~~ 28th August, 2011

To

- (i) The Chairman & Managing Director
Bharat Sanchar Nigam Ltd./
Mahanagar Telephones Nigam Ltd.
- (ii) Sr. DDG (TEC)/DDG (Security) (in respect of TERM Cells).

Subject: - Filling up of post of Industrial Adviser (Chemical) on deputation (including short term contract) in the Office of Development Commissioner (MSME).

I am directed to refer to the subject mentioned above and to say that Bio-data of willing and suitable officers, complete in all respects as mentioned below, may be forwarded to the undersigned positively by 9th September, 2011.

- (i) Bio-data of officers duly certified by the administrative authority, maintaining the service book.
- (ii) While forwarding the application, circle office may intimate the vigilance status of the officer in the five point vigilance proforma (copy enclosed) as per service book record of the office.
- (iii) Duly certified photocopies of the ACRs for the last five years by an officer of equivalent rank not below the rank of SDE/DET.

2. Applications ~~not~~ not fulfilling the above criteria will not be entertained.

Encls : a/a


(A K Patro)

Under Secretary (SNG)
Tele No. 23036226

Copy to

- (i) All DDsG of ITS Group A in DoT (HQ) for information and necessary action.
- (ii) Dir (IT) for uploading the circular on website of DoT

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CS (S 16-11)

No. A-32013/8/2010-Admn (G)
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner
(Micro, Small & Medium Enterprises)

Nirman Bhavan, New Delhi
Dated the 16th July, 2011.

OFFICE MEMORANDUM

Sub: Filling up of one post of Industrial Adviser (Chemical) on deputation (including short-term contract) basis in the office of the Development Commissioner (Micro, Small and Medium Enterprises).

There is one post of Industrial Adviser (Chemical) in the pre-revised scale of pay of ₹16400-450-20000 [Revised ₹37400-67000, PB-4, Grade pay ₹8900] is lying vacant in the office of the Development Commissioner (MSME) under the Ministry of Micro, Small & Medium Enterprises. It is proposed to fill up the post on deputation (including short-term contract) basis by appointment of suitable officers under the Central or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation.

2. The job description of the post is given in the **Annexure**. The pay of the officer selected for the post on deputation will be regulated in accordance with the Deptt. of Personnel & Training O.M. No. 2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

3. 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/APARs 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 publication in the Employment News. In case original ACRs/APARs cannot be sent, photocopies of the ACRs/APARs 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/APARs 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.

4. Proforma for applying to the post and other details are also available on this office website www.dcmsme.gov.in.


(Mahinder Singh)
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 Universities/Recognised Research Institutions/Public Sector Undertakings/ and Semi Government/Autonomous or Statutory Organisation under their administrative control.
2. SENET Division: A hard as well as soft copy of the O.M. is forwarded for placing the same on website indicated in para 4 above.

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Dr. Saurya 12/10

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JOB DESCRIPTION FOR THE POST OF INDUSTRIAL ADVISER (CHEMICAL)

1. Name of the Post : Industrial Adviser (Chemical)
 2. Status : Group 'A' Gazetted
 3. Scale of pay : Pre-revised scale ₹16400-450-20000 (revised pay scale ₹ 37400-67000, PB-4, Grade Pay ₹8900)
 4. Eligibility : Officers under the Central or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation :-
 - I.(a)(i) Holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with two years service in the grade rendered after appointment thereto on a regular basis in the pre revised scale of pay of ₹14300-400-18300 (revised scale ₹37400-67000, PB-4, Grade Pay ₹8700) or equivalent in the parent cadre or department; or
 - (iii) with seven years service in the grade rendered after appointment thereto on a regular basis in the pre revised scale of pay of ₹12000-375-16500 (revised pay scale ₹15600-39100, PB-3, Grade Pay ₹7600) or equivalent in the parent cadre or department; and
 - (b) possessing the following educational qualifications and experience: -

Essential:

 - (i) Master's Degree in any branch of Chemistry or Degree in Chemical Technology or Chemical Engineering or Pharmacy of a recognised University or Institution or equivalent.
 - (ii) 17 years experience in a managerial technical position in a technical organization or industrial concern in Chemical industry like drug and pharmaceutical, dyes and dye-intermediates, paints and varnishes, organic chemicals, inorganic chemicals, soaps and detergents, matches, electroplating, plastics, rubber, paper conversion products, adhesives or other allied industries.
 - (iii) Should have knowledge in the latest techniques of production and use of modern machinery, equipment and tools as applied to Chemical Industry.
- Desirable:**
Experience in advising or developing industries in general and small scale industries in particular.

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.

Office/Instt./Orgn.	Post Held	From	To	Scale of pay & Basic Pay	Nature of duties

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.

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

ANNEXURE - II

NAME OF THE OFFICER:

SERVICE :

CADRE :

BATCH:

DATE OF BIRTH:

1. Whether any disciplinary proceedings have been initiated against the officer during his career, so far. If yes, details thereof
2. Whether any complaint including that of corruption, against the officer, which in the view of the State Government/ Cadre Controlling Authority may have a direct bearing/relevance on the vigilance status/ Integrity of the officer as on date, is pending against the officer. If so, details thereof.
3. Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.
4. Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and the final outcome thereof.
5. Whether the name of the officer appears in the Agreed List.

**Signature
of the officer certifying the proforma**

Name

Designation

Stamp