

No.391-69/2011-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-1  
Dated, 30<sup>th</sup> 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 Additional Development Commissioner (Technical) (Modernization & Ancillary) 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 9<sup>th</sup> 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

501/DMT(IT)/11  
2/9

No. A-32013/2/2010-Admn(G)  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
Office of the Development Commissioner  
(Micro, Small & Medium Enterprises)

C.S (S.T.G. III)

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Nirman Bhawan, New Delhi  
Dated the 20<sup>th</sup> July, 2011.

**OFFICE MEMORANDUM**

Sub: **Filling up of one post of Additional Development Commissioner (Technical) (Modernization & Ancillary) on deputation (including short-term contract) in the pre-revised scale of pay of ₹18400-22400 {Revised PB-4/ ₹37400-67000 + 10000(G.P.)} in the Office of the Development Commissioner (MSME).**

One post of Additional Development Commissioner (Technical) (Modernization & Ancillary) in the pre-revised scale of pay of ₹18400-22400 {Revised PB-4/ ₹37400-67000 + 10000(G.P.)} is lying vacant in the Office of the Development Commissioner (MSME). It is proposed to fill up this post on Deputation (including short-term contract) by appointment of suitable officers from the Central Government / State Governments / Union Territories / Universities / Recognized Research Institutions/ Public Sector Undertakings/ Semi-Government or Autonomous or Statutory Organisations :

- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with two years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of ₹16400-20000 {Revised PB-4/ ₹37400-67000 + 8900(G.P.)} or equivalent in the parent cadre/department; or
- (iii) with three years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of ₹14300-18300 {Revised PB-4/ ₹37400-67000 + 8700(G.P.)} or equivalent in the parent cadre/department;

and

(b) Possessing the following educational qualifications and experience :-

**Essential**

- (i) M. Tech/M.E. or Ph.D in Mechanical Engineering/ Metallurgical Engineering/ Metallurgical Engineering & Materials Science/Metallurgical and Materials Engineering from a recognized University/Institution;
- (ii) Fifteen years experience in a senior managerial position in an Engineering Industrial concern/Government Department dealing with planning, production, design development or quality control of light engineering products including experience in the field of micro, small and medium enterprises, such as, development or preparation of project profiles or feasibility reports/testing and calibration/vendor development and entrepreneurship development.

MS/MS  
Sey/III

Dr. Sanjay 12/8

420/S.T.G. III/2011  
18/7/2011

**JOB DESCRIPTION FOR THE POST OF ADC (TECH.) (MODN.& ANCY.)**

- 1 Name of the Post : Additional Development Commissioner (Technical) (Modernization & Ancillary)
- 2 Status : Group 'A', Gazetted, Non-Ministerial
- 3 Scale of pay (Pre-revised) : ₹18400-22400 {Revised PB-4/ ₹37400-67000 + 10000(G.P.)}
- 4 Eligibility : Officers from the Central Government/State Governments/Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi-Government or Autonomous or Statutory Organisations
- (a) (i) Holding analogous posts on regular basis in the parent cadre/ department; or
- (ii) with two years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of ₹16400-20000 {Revised PB-4/ ₹37400-67000 + 8800(G.P.)} or equivalent in the parent cadre/department; or
- (iii) with three years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of ₹14300-18300 {Revised PB-4/ ₹37400-67000 + 8700(G.P.)} or equivalent in the parent cadre/department,
- and
- (b) Possessing the following educational qualifications and experience :-
- Essential :
- (i) M. Tech/M.E. or Ph.D in Mechanical Engineering/ Metallurgical Engineering/ Metallurgical Engineering & Materials Science/Metallurgical and Materials Engineering from a recognized University/Institution;
- (ii) Fifteen years experience in a senior managerial position in an Engineering Industrial concern/Government Department dealing with planning, production, design development or quality control of light engineering products including experience in the field of micro, small and medium enterprises, such as, development or preparation of project profiles or feasibility reports/testing and calibration/vendor development and entrepreneurship development.
- Desirable :
- Two years' experience in advising or developing micro, small and medium enterprises.
- 5 Age limit : The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

## 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
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8. Nature of present employment i.e. ad-hoc or  
Temporary or quasi-permanent or permanent.

IMMEDIATE

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- (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. Applicants not fulfilling the above criteria will not be entertained.

Encls : a/a



(A K Patro)  
Under Secretary (SNG)  
Tele No. 23036226

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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