



**PROCESS
CUM PRODUCT
DEVELOPMENT CENTRE**

(A GOVT. OF INDIA SOCIETY)

**MSME TECHNOLOGY DEVELOPMENT CENTRE
MINISTRY OF MSME, FOUNDRY NAGAR, AGRA-282006**

WANTED

PPDC invites application for appointment on contractual basis for Extension Centre, Srinagar (Jammu & Kashmir)

For details of posts and eligibility criteria such as age, qualification, experience etc. Please visit our website www.ppdcaagra.dcmsme.gov.in. Applications may be submitted by post or online within 20 days of publication from the date of this advertisement.

(Principal Director)

MSME TECHNOLOGY DEVELOPMENT CENTRE
MINISTRY OF MSME, FOUNDRY NAGAR, AGRA-282006

MSME Technology Development Centre (PPDC), Agra is a National Centre, set up and established by Government of India under Ministry of MSME for development of small scale casting and forging industries, invites applications from dedicated and result oriented personnel for its Extension Centre at Srinagar, J&K for the following posts, on the pay band, Grade Pay and age limit as given below :

S. No.	Name of the Post	No. of Posts				Pay Band and Grade Pay	Max. Age as on 01.01.2020
		Gen.	SC	ST	OBC		
1.	Assistant Director (Training)	02				Level 10 as per 7th CPC (Rs. 56,100-1,77,500/-)	40 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC
2.	Field Officer(Training)	01				Level 06 as per 7th CPC (Rs. 35,400-1,12400/-)	30 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC
3.	Senior Assistant / UDC	01				Level 4 as per 7th CPC (Rs 25,500-81,100/-)	35 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC
4.	Electrician	01				Level 4 as per 7th CPC (Rs 25,500-81,100/-)	35 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC
5.	Junior Assistant / LDC	01				Level 02 as per 7th CPC (Rs 19,900-63,200/-)	30 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC
6.	Training Coordinator	01			01	Level 02 as per 7th CPC (Rs 19,900-63,200/-)	30 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC

S.No.1 – Assistant Director (Training)

Qualification: Degree in Mechanical/ Metallurgical/ Production/Electrical & Electronics/Computer Science Engineering/IT from a recognized university/Institution or equivalent.

Experience:

A. Essential: 3 years experience in providing /coordinating training activities in an organization of repute in the areas of technical training in machine shop/CNC/CAD/CAM/Computer courses.

B. Desirable: Practical experience in planning, HRD conducting courses/Seminars etc. Experience in use of modern audio/visual equipment teaching aids & preparation of course material.

S.No.2– Field Officer (Training)

Qualification: Degree/Diploma in Mechanical/ Metallurgical/ Production/Electrical & Electronics/Computer Science Engineering/IT from a recognized university/Institution or equivalent.

S.No.3 -Senior Assistant/UDC

Qualification:

A. Essential: Graduate in Arts/Commerce/Science from any recognized University with certificate Course in computer application from any recognized/reputed institute.

B. Desirable: Knowledge of typing work in English speed of not less than 40 w.p.m. & working with Computer.

Experience:

A. Essential: 8 years experience in Govt./Semi Govt./Reputed Pvt. Organization dealing with General Administration and Accounts.

B. Desirable: Preference will be given to candidates having experience in Hindi typing.

S.No.4 -Electrician

Qualification: ITI in Electrical Trade/Wireman's Licence or matriculation with Electrical Works man permit for "Medium Pressure"under Indian Electrical Rules 1956.

Experience :

A. Essential : Minimum 5 years experience in operation and maintenance of diesel generating sets, air conditioners, electrical equipment, line fault etc.

B. Desirable: Experience in operation of pump house/CNC Machine.

S.No.5 -Junior Assistant/LDC

Qualification:

A. Essential: Graduate in any discipline from any recognized University with certificate course in computer application from any recognized/reputed institute.

Desirable: Knowledge of Computer typing.

Experience: Nil

S.No.6 -Training Coordinator

Qualification: Graduate in any discipline from a recognized University/Institute.

Experience :

A. Essential: 1 year experience in activities like coordinating training, handling online services, App based services etc.

B. Desirable : Knowledge of Computer with good communication skill both in English and Hindi

The recruitment will be on contract basis for a period of 5 years initially, may be discontinued by giving one month notice at any time. The candidates selected shall be liable to serve anywhere in India. The candidates selected shall be eligible for other fringe & benefits such as EPF, Gratuity, Leave, LTC etc. as applicable in the Centre.

How to Apply: Only Online Application indicating the Name, date of birth, Caste (SC/ST/OBC/General) address of correspondence, educational qualifications and experience, post held, salary drawn, nature of job etc. and passport size photograph and a non refundable **Online fee Rs 500/- excepting SC/ST candidates, shall be submitted online within 20 days after publication of this advertisement.** Applicant must also uploaded self attested copies of certificates, possessing the essential and desirable qualifications and experience, date of birth etc. with the application. Candidates employed in Govt./Quasi Govt. and PSUs should apply through Proper Channel or produce NOC from their Employer at the time of interview. Candidates applying for more than one post should submit separate applications. Mere fulfillment of the eligibility norms will not entitle a candidate to be called for interview and the decision of the management in this regard shall be final and binding. Online Application may be submitted through our website **www.ppdccagra.dcmsme.gov.in**.
