



Ministry of Micro, Small and Medium Enterprises  
Government of India

## **MSME TECHNOLOGY DEVELOPMENT CENTRE**

(Process Cum Product Development Centre)

(A GOVT. OF INDIA SOCIETY)

MINISTRY OF MSME, FOUNDRY NAGAR, AGRA-282006

**Applications are invited for following  
posts on contractual basis  
for Extension Centre**

S.N.	Name of the Post	Vacancies
1.	Assistant Director (Training)	02
2.	Junior Assistant / LDC	01
3.	Training Coordinator	02

For details of eligibility criteria such as age, qualification, experience etc. please visit our website [www.ppdcaagra.dcmsme.gov.in](http://www.ppdcaagra.dcmsme.gov.in). Applications must be reached on above address within 20 days from the date of publications 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 Madurai for the following posts, on the pay band, Grade Pay and age limit as given below:

S. N.	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)	01			01	Level 10 as per 7 <sup>th</sup> CPC (Rs 56,100-1,77,500/-)	40 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC
2.	Junior Assistant / LDC	01				Level 02 as per 7 <sup>th</sup> CPC (Rs 19,900-63,200/-)	30 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC
3.	Training Coordinator	02				Level 02 as per 7 <sup>th</sup> CPC (Rs19,900-63,200/-)	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 -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.

**B. Desirable:** Knowledge of Computer typing.

**Experience:** Nil

## **S.No.3 -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](http://www.ppdccagra.dcmsme.gov.in).

\*\*\*\*\*