

**MSME TECHNOLOGY DEVELOPMENT CENTRE
(Process Cum Product Development Centre)
(A GOVT. OF INDIA SOCIETY)
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 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 |
|-------|---|--------------|----|----|-----|---|--|
| | | Gen. | SC | ST | OBC | | |
| 1. | Asstt.Director(Consultancy & Marketing) | 01 | - | - | - | Level 10 as per VIIth CPC i.e.56,100-1,77,500/- | 40 years as on 01.01.2021 relaxable upto 5 years for SC/ST/Internal candidates & 3 years for OBC |
| 2. | Stenographer | 01 | - | - | - | Level 4 as per VIIth CPC i.e. 25,500-81,100/- | 35 years relaxable as on 01.07.2020 relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC |

S.No.1 -Asstt.Director(Consultancy & Marketing)

Qualification :

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

Experience :

Essential : 3 years experience in Industrial product/marketing/consultancy/project work in forging/foundry units, R&D institutions of repute related to forging/foundry industries.

Preferable : Experience in cost estimation of casting & forging, Practical experience in planning, HRD, conducting courses/Seminars etc. Experience in use of modern audio/visual equipment teaching aids & preparation of course materials.

S.No.2 -Stenographer

Qualification :

Essential : Graduate with knowledge of short hand typing 100/40 w.p.m.with certificate course in computer application from a recognized/reputed institute.

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

Experience :

Essential : 2 years experience.

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

Registration Link : [CLICK HERE](#)

Payment Link : [CLICK HERE](#)

The recruitment will be on contract basis for a period of 5 years initially, with further extension on review of performance, till the incumbent attain the age of superannuation. 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 a recent passport size photograph and a non refundable Online fee of **Rs.500/- excepting SC/ST candidates, shall be submitted online within 15 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. 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.
