



MSME TECHNOLOGY CENTRE, ROHTAK

Plot No. 10 & 11, Sector 30 B, IMT, Rohtak (Haryana) 124021
(A Govt. of India Society and Autonomous Body under MSME)
Ministry of Micro Small & Medium Enterprises



MSME Technology Centre, Rohtak has been set up at Rohtak (Haryana). The Technology Centre is a Govt. of India Society registered under Societies Registration Act and is functioning as autonomous body under DC - MSME.

Applications are invited for the below mentioned Posts on Contract Basis for a period of 5 years initially with further extension based on review of performance till superannuation:-

SR. NO.	NAME OF THE POST & TRADE	PAY MATRIX	MAX. AGE IN YEARS AS ON 14.08.2020	NO. OF POSTS
1	MANAGER (MAINTENANCE)	Rs. 67700 - 208700, Level-11th	40	1 (UR)
2	MANAGER (DESIGN)	Rs. 67700 - 208700, Level-11th	40	1 (UR)
3	MANAGER (MARKETING)	Rs. 67700 - 208700, Level-11th	40	1 (UR)
4	SENIOR ENGINEER (DESIGN)	Rs. 44,900 - 142400, Level-7th	35	1 (UR)
5	ENGINEER (TRAINING)	Rs. 35,400 - 112400, Level-6th	32	1 (UR) & 1 (OBC)- Electronics / Electrical 2 (UR) - Mechanical
6	PURCHASE OFFICER	Rs. 35,400 - 112400, Level-6th	32	1 (UR)
7	STORES OFFICER	Rs. 35,400 - 112400, Level-6th	32	1 (UR)
8	SENIOR TECHNICIAN	Rs. 29,200 - 92300, Level-5th	30	1 (UR) Electronics /Electrical 1 (UR) Mechanical

Age relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC candidates. Reservation in posts for PH candidates as per Govt. Rules.

QUALIFICATIONS & EXPERIENCE:

SR. NO. 1 - MANAGER (MAINTENANCE)

Qualification : Essential: Degree in Engineering (Mechanical/Production/Electrical/Electronics/ Mechatronics/Automobile.) or equivalent from recognized University/Institution. **Desirable:** PG in Engineering (Mechanical/ Production/ Electrical/ Electronics/ Mechatronics.) or equivalent from recognized Institution.

Experience : Essential: 5 years experience in Maintenance Department of a Tool Room/reputed Engineering Industry out of which 3 years in responsible position. **Preferable:** Practical Experience in preventive maintenance of sophisticated Tool Room including CNC machines. Experience in use of computerized maintenance system and operation of CNC machines.

SR. NO. 2 - MANAGER (DESIGN)

Qualification : Essential: Degree in Engineering (Mechanical/Production/Manufacturing Technology/Mechatronics / Automobile) or equivalent from recognized University /Institution. **Desirable:** PG/ PG Diploma in Tool Design/Tool Production Management/ Masters in Design or equivalent from Recognized Institution.

Experience : Essential: 5 years in Production/ Design Department of Tool Room/ Reputed Engineering Industry / Organization, out of which 3 years in responsible Technical/ Management position. **Preferable:** Experience in Design of Tool, Moulds and Press Tools etc. Experience in use of CAD/CAM/CAE/CNC Technology for Tool Design and/ Or Production. Experience in AR/VR/AI.

SR. NO. 3 - MANAGER (MARKETING)

Qualification : Essential: Degree in Engineering (Mechanical/Production/Manufacturing Technology/Mechatronics/Automobile) or equivalent from a recognized University / Institution. **Desirable:** PG Diploma in Tool Design/ Marketing / Management/PGDBM/MBA or equivalent from recognized Institution.

Experience : Essential: 5 years experience in Marketing of Engineering products/ Training Deptt. / Production/ Design Dept. of a Tool Room/ reputed Engineering Industry out of which 3 years in responsible technical/ Management position. **Preferable:** Experience in providing technical training/consultancy in product development or production/ Design experience in marketing / sale of Engineering product/ tools.

SR. NO. 4 - SENIOR ENGINEER (DESIGN)

Qualification : Essential: Degree in Engg. (Mechanical/Production/ Mfg.Technology/ Mechatronics/Automobile) or equivalent from recognized University / Institute. **Desirable:** PG/PG Diploma in Tool Design/Production/CAD/CAM/CAE/Masters in Design or equivalent from recognized Institution.

Experience : Essential: 3 Years in Design/ Production Department of Tool Room / Reputed Engineering Industry/Organization using CAD/CAM/CAE and CNC Technology. **Preferable:** Experience in Designing of Moulds, dies, Press Tools etc. using CAD/CAE/experience in quality control of tools and components/AR/VR/AI.

SR. NO. 5 - ENGINEER (TRAINING)

Qualification : Essential: Degree in Engineering (Mechanical/ Manufacturing /Electrical/Electronics/Production Technology / Mechatronics / Automobile) or equivalent from recognized University / Institute. **Desirable:** PG/PG Diploma in Tool Design /CAD/CAM/CAE/VLSI/Embedded System/Mechatronics or Tool Engineering from recognized Institution.

Experience : Essential: Nil. **Preferable:** Experience in operating machines in Tool Production Including CNC machines/VLSI/ Embedded System/ Mechatronics.

SR. NO. 6 - PURCHASE OFFICER

Qualification : Essential: Degree in Commerce from recognized University. **Desirable:** PG in Commerce/ Diploma in Material Management ERP/MBA.

Experience : Essential: 3 Years in Material Management, purchase order processing, Inventory Management, Bill of materials/Vendor Development etc. **Preferable:** Experience in Store Accounting, Budgeting and Taxation/ Export/import documentation/Computerized Accounting/ERP/Inventory control of items used in Tool Production/ Engineering industry.

SR. NO. 7 - STORES OFFICER

Qualification : Essential: Degree in Commerce from recognized University. **Desirable:** Post Graduation in Commerce/Diploma in Material Management.

Experience : Essential: 3 years in inventory management in a tool room/ engineering organization. **Preferable:** Store Accounting/ Computerized store accounting / cost accounting / using ERP in Tool Production / Engineering industry

SR. NO. 8 - SENIOR TECHNICIAN

Qualification : Essential: Diploma in (Mechanical/Production Engineering with post Diploma In Tool Design/CAD/CAM or Diploma in Tool & Die Making/Electrical/Electronics/ Mechatronics). **Desirable:** Certificates course in CAD/CAM/CNC/VLSI/Embedded System/ Automation/Mechatronics from recognized Institute. **Experience : Essential:** 2 Years' Experience as a tool makers in reputed Tool Room/Industrial establishment with exposure to CNC Program/Planning and Machinery/ Tool Tryout, Assembly/Quality Control/ Critical Machining, Heat Treatment. Experience in VLSI/Embedded System/ Mechatronics. **Preferable:** Experience in operation, Programming CNC machines/Maintenance of CNC machines.

Applications must reach to **THE DEPUTY GENERAL MANAGER, MSME TECHNOLOGY CENTRE, ROHTAK** latest by **14.08.2020**. Late applications will be summarily rejected. MSME Technology Centre, Rohtak reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof.

PERKS & ALLOWANCES: These posts besides pay band carry attractive fringe benefits such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, PF, Gratuity, Group Insurance, Medical Reimbursement facility, etc. Higher start in salary can be considered for exceptionally meritorious, qualified and experienced candidates.

HOW TO APPLY: The Interested Candidates should send their bio data as per the format available at website www.msmtcrohtak.org along with self-attested copies of certificates for the above post(s). The candidate belongs to OBC category must enclosed the copy of the certificate from the competent authority certifying that he does not belong to Creamy Layer category. Incomplete application will be rejected. If information provided is found false at any stage the candidature will be liable for rejection. Persons working in Govt. and Quasi Govt. or Public Sector undertaking should apply through proper channel with an advance copy. Please write on the envelope name of the post applied for. The center reserves the right to short list and call limited number of candidates for test/interview.

12. Educational & Professional Qualifications: Matriculation/SSLC onwards (as on 04.07.2020)

Examination Passed	Name of the Institute/ University	Subjects studied in detail	Date, Month & year of passing	%age of Aggregate Marks

13. Particulars of past experience including the present occupation/ job (as on date)

Name of the employer(s) etc. & the nature of activities carried out by them	Designation	Period of service		Length of service		Nature of duties performed in detail	Remarks (reason for Leaving service)
		From	To	Year	months		

14. Languages known: (Mark “ ✓ ” in the appropriate box)

Sr. No.	Language	Read	Write	Speak

15. **Registration No., if registered with Employment Exchange:** _____16. **Is any disciplinary / vigilance enquiry pending / contemplated against you?** _____17. **Any other information:** _____

Ihereby declare that all statements made in this application are true, complete & correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of the said advertisement can be instituted by me only at Haryana and Courts/Tribunals/Forums at Haryana only shall have sole and exclusive jurisdiction to try any cause/dispute. I undertake to abide by all the terms and conditions in the advertisement given by MSME Technology Centre, Rohtak.

Place:**Date:****Signature of the Candidate***NOTE : Use separate sheet for qualification and experience if required*