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:-

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>NAME OF THE POST &amp; TRADE</th>
<th>PAY MATRIX</th>
<th>MAX. AGE IN YEARS AS ON 14.08.2020</th>
<th>NO. OF POSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MANAGER (MAINTENANCE)</td>
<td>Rs. 67,000 - 208,700, Level-11th</td>
<td>40</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>2</td>
<td>MANAGER (DESIGN)</td>
<td>Rs. 67,000 - 208,700, Level-11th</td>
<td>40</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>3</td>
<td>MANAGER (MARKETING)</td>
<td>Rs. 67,000 - 208,700, Level-11th</td>
<td>40</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>4</td>
<td>SENIOR ENGINEER (DESIGN)</td>
<td>Rs. 44,900 - 142,400, Level-7th</td>
<td>35</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>5</td>
<td>ENGINEER (TRAINING)</td>
<td>Rs. 35,400 - 112,400, Level-6th</td>
<td>32</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>6</td>
<td>PURCHASE OFFICER</td>
<td>Rs. 35,400 - 112,400, Level-6th</td>
<td>32</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>7</td>
<td>STORES OFFICER</td>
<td>Rs. 35,400 - 112,400, Level-6th</td>
<td>32</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>8</td>
<td>SENIOR TECHNICIAN</td>
<td>Rs. 29,200 - 92,200, Level-5th</td>
<td>30</td>
<td>1 (UR)</td>
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</table>

Age relaxable up to 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, Molds and Press Tools etc. Experience in use of CAD/CAM/CAE/CNC Technology for Tool Design and/or Production. Experience in AR/VR.

SR. NO. 3 - MANAGER (MARKETING)
Qualification: Essential: Degree in Engineering (Mechanical/Production/Manufacturing Technology/ Mechatronics/ Automobile) or equivalent from recognized University/Institution. Desirable: PG Diploma in Tool Design/Marketing/Management/PGDMM/ MBA or equivalent from recognized Institution.

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 Molds, dies, Press Tools etc. using CAD/CAM/CAE/Experience in quality control of tools and component/AR/VR.

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.

SR. NO. 6 - PURCHASE OFFICER
Qualification: Essential: Degree in Commerce from recognized University. Desirable: PG in Commerce/Diploma in Material Management ERP/PSA.
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.

SR. NO. 8 - SENIOR TECHNICIAN

Applications must reach to THE DEPUTY GENERAL MANAGER, MSME TECHNOLOGY CENTRE, ROHTAK latest by 14.08.2020.

PERKS & ALLOWANCES: These posts besides pay band attract various 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 exceptional candidates, qualified and experienced candidates.

HOW TO APPLY: The Interested Candidates should send their bio-data as per the format available at website www.msmeetechrohak.org along with self-attested copies of certificates for the above post(s). The candidate belongs to OBC category must enclose 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 of 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 shortlist and call limited number of candidates for test/interview.
APPLICATION FORM

1. Post applied for ____________________________

2. Full Name (Mr./Mrs./Kum.) ____________________________ (USE CAPITAL LETTERS)
   As it appears on your certificates (leave one space blank between two parts of your name)

3. Correspondence address ____________________________ (USE CAPITAL LETTERS)
   Tel.No. (with STD Code) ____________________ Mob. No. __________________
   E-mail ________________________________

4. (a) Indicate category to which you belong by marking “✓” in appropriate box

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<tr>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>PH</th>
<th>GEN</th>
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   If SC/ST/OBC candidate, Caste __________________ State ________________________
   (b) Are you a PH candidate? YES / NO
       If yes, please mention category of disability OH / HI / VI
   (C) Are you an Ex-Serviceman? YES / NO
   (d) Are you a candidate who had ordinarily been domiciled
       in Kashmir Division of the state of J&K during the period 01.01.1980 to 31.12.1989?

5. (a) Date of Birth (as per SSC certificate)
       Date ____________________ Month ____________________ Year ____________________
   (b) Age as on 14/08/2020
       Years ____________________ Months ____________________ Days ____________________

6. Gender Male □ Female □ { Mark “✓” in appropriate box }

7. Marital Status Married □ Unmarried □ { Mark “✓” in appropriate box }

8. Nationality __________________ Religion __________________

9. Father’s/Husband’s Name ____________________________

10. In case of Ex-Serviceman/Commissioned Officer/Police Officer/other equivalent, specify
    i) Date of Discharge ____________________________
    ii) Rank at present/last held
        a) Acting ___________________ w.e.f. __________
        b) Substantive ___________________ w.e.f. __________

11. Place of Birth __________________ District __________ State __________
    Cont....2
12. Educational & Professional Qualifications: Matriculation/SSLC onwards (as on 04.07.2020)

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Name of the Institute/University</th>
<th>Subjects studied in detail</th>
<th>Date, Month &amp; year of passing</th>
<th>%age of Aggregate Marks</th>
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13. Particulars of past experience including the present occupation/ job (as on date)

<table>
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<tr>
<th>Name of the employer(s) etc. &amp; the nature of activities carried out by them</th>
<th>Designation</th>
<th>Period of service</th>
<th>Length of service</th>
<th>Nature of duties performed in detail</th>
<th>Remarks (reason for leaving service)</th>
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14. Languages known: (Mark “✓” in the appropriate box)

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<thead>
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<th>Sr. No.</th>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
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15. Registration No., if registered with Employment Exchange: ______________________________

16. Is any disciplinary / vigilance enquiry pending / contemplated against you? __________________________________________________________________

17. Any other information: _________________________________________________________________

I …………………………………………………………………………….hereby 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