MSME TECHNOLOGY CENTRE, BHOPAL

Plot No.259/2, 261/2, 267/2, 1, Industrial Area with special Educational Zone, Acharpura, Bhopal - 462038
(Madhya Pradesh)
(A Govt. of India Society and Autonomous Body under MSME)
Micro Small & Medium Enterprises

MSME Technology Centre, Bhopal is being set up at Bhopal (Madhya Pradesh). The Technology Centre is a Govt. of India Society registered under Societies Registration Act and is functioning as autonomous body under MSME. Applications are invited for the below mentioned Posts on Contract Basis.

<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 31/1/2020</th>
<th>NO. OF POSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MANAGER (MAINTENANCE)</td>
<td>Rs. 6700 - 208700, Level-11</td>
<td>40</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>2</td>
<td>MANAGER (DESIGN)</td>
<td>Rs. 6700 - 208700, Level-11</td>
<td>40</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>3</td>
<td>MANAGER (ELECTRONICS)</td>
<td>Rs. 6700 - 208700, Level-11</td>
<td>40</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>4</td>
<td>SENIOR ENGINEER (TRAINING)</td>
<td>Rs. 44,900 – 142400, Level-7</td>
<td>35</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>5</td>
<td>SENIOR ENGINEER (PRODUCTION)</td>
<td>Rs. 44,900 – 142400, Level-7</td>
<td>35</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>6</td>
<td>ENGINEER (MARKETING)</td>
<td>Rs. 35,400 – 112400, Level-6</td>
<td>32</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>7</td>
<td>ACCOUNTS OFFICER</td>
<td>Rs. 35,400 – 112400, Level-6</td>
<td>32</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>8</td>
<td>STORE OFFICER</td>
<td>Rs. 35,400 – 112400, Level-6</td>
<td>32</td>
<td>1 (UR)</td>
</tr>
<tr>
<td>9</td>
<td>SENIOR TECHNICIAN</td>
<td>Rs.29,200 – 92,300, Level-5</td>
<td>30</td>
<td>1 (UR)</td>
</tr>
</tbody>
</table>

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 a recognized University /Institution. Desirable: PG in Engineering (Mechanical / Production/ Electrical/Electronics/Mechatronics) or equivalent from a recognized Institute.
- Experience: Essential: 5 years’ experience in Maintenance Department in Tool Room/Reputed Engineering Industry out of which 5 year in responsible Position, Preferable: Practical experience in preventive maintenance of sophisticated Tool Room machines 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 a recognized University /Institution. Desirable: PG PG Diploma in Tool Design Tool Production / Management/Master in Design from recognized institution.

**SR. NO. 3 - MANAGER (ELECTRONICS)**
- Qualification: Essential: Degree in Engineering (Electronics/Electrical/Electrical with electronics as a subject/ Mechatronics / Automobile) or equivalent from a recognized University /Institution. Desirable: PG Diploma in VLSI Embedded System / Mechatronics.
- Experience: Essential: 5 years’ experience in ESDM sector / Training Department of Tool Room / Reputed Electronics organization or Technical Institution out of which 3 years in responsible position. Preferable: Practical experience in planning HRD Programme, conducting courses, seminars etc. Tool Design/ VLSI/Embedded system/ Mechatronics/AR/VR/AI. Use of modern audio visual equipment / teaching aids.

**SR. NO. 4 - SENIOR ENGINEER (TRAINING)**
- Qualification: Essential: Degree in Engineering (Mechanical/Production/Manufacturing Technology/Electronics/Electrical / Mechatronics / Automobile) or equivalent from recognized University /Institute. Desirable: PG/PG Diploma in Tool Design/Production/CAD/CAM/CAE or equivalent from recognized institution.

**SR. NO. 5 - SENIOR ENGINEER (PRODUCTION)**
- Qualification: Essential: Degree in Engineering (Mechanical/Production/ Manufacturing Technology/Mechatronics / Automobile) or equivalent from recognized University /Institute. Desirable: PG Diploma in Tool Design/Production/CAD/CAM/CAE or equivalent from recognized institution.
- Experience: Essential: 3 Years’ experience in Design / Production / Using CAD/CAM/CAE or equivalent from recognized Institute. Preferable: Practical experience in use of CAD/CAM/CAE for tool design and program of CNC Machine / working in CNC Machine / Preventive maintenance of sophisticated tool room machine / AR/VR/AI.

**SR. NO. 6 - ENGINEER (MARKETING)**
- Qualification: Essential: Degree in Engineering (Mechanical/Production/ Manufacturing Technology/Mechatronics/Automobile) or equivalent from recognized University /Institute. Desirable: PG Diploma in Tool Design/Production/ Marketing management or Equivalent from recognized Institution.
- Experience: Essential: Nil. Preferable: Experience in Technical training / Marketing / Product development of Tool Room or Reputed Engineering organization.

**SR. NO. 7 - ACCOUNTS OFFICER**
- Qualification: Essential: Degree in Commerce from recognized University or equivalent. Desirable: Post Graduation in Commerce/ICWA/CA/SAS examination or equivalent from a recognized University /Institute.
- Experience: Essential: 3 years in the field of Accounts, preferably in an industrial Establishment/Autonomous Bodies. Should have knowledge in accounting, budget, Balance Sheet and computerized accounting systems etc. Preferable: Experience in using ERP Package / Tax Laws.

**SR. NO. 8 - STORE OFFICER**

**SR.NO. 9- SENIOR TECHNICIAN**
- Qualification: Essential: Diploma in (Mechanical/ Production/ Mechatronics with post Diploma in Tool Design/ CAD/ CAM or Diploma in Tool & Die Making/Electrical/Electronics). Exact branch would be decided in Training Department of Tool Room. Desirable: Certificate course in CAD/CAM/CNC/VLSI/Embedded System/ Automation from recognized institution.

The Desirous candidate may send their application super scripting on the envelope/Application for the post of __________and APPLICATIONS MUST REACH WITHIN 30 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT TO: THE Deputy General Manager, MSME Technology Centre Bhopal, P-31, MPLUN Building, 35, Subhanya Road, Imarti Gate, Bhopal - 462001 (Madhya Pradesh) India.

PEPPADS & ALLOWANCES: These posts besides pay band carry attractive fringe benefits such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, GPF, 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 cited below 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. To & fro Rail/Bus fare will be reimbursed on production of proof to the candidates attending the interview as per the rules. The center reserves the right to short list and call limited number of candidates for test/interview.
1. **Post applied for** __________________________________________
   In Technology Centre at Bhopal, Madhya Pradesh

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 ____________________________
   Pin ________________________________

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? Yes No

5. (a) **Date of Birth**
   (as per SSC certificate) Date __________ Month __________ Year __________
   (b) Age as on **31/01/2020**
   Years __________ Months __________ Days __________

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

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

8. **Nationality** __________________________________________

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:** Place __________ District __________ State __________

Cont....2
12. Educational & Professional Qualifications: Matriculation/SSLC onwards (as on 31.01.2020)

<table>
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<tr>
<th>Examination Passed</th>
<th>Name of the Institution/ 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>
<thead>
<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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<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td>Year months</td>
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14. Languages known: (Mark “✓” in the appropriate box)

<table>
<thead>
<tr>
<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. 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 Bhopal and Courts/Tribunals/Forums at Bhopal 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 Bhopal.

Place: ________________

Date: ________________

Signature of the Candidate ________________

NOTE : Use separate sheet for qualification and experience if required