



**GOVERNMENT OF INDIA**

**Ministry of Micro, Small & Medium Enterprises  
Office of Development Commissioner (MSME), New Delhi**

**Requires Principal Director, for Central Institute Of Tool Design (CITD), Hyderabad  
(Government of India Society under Ministry of MSME) :**

Ministry of Micro, Small and Medium Enterprises (MSME), Government of India has established various Autonomous Bodies (MSME-Technology Centres) across the nation and these centres primarily support industry particularly MSMEs by providing technical assistance & business advisory support. For details, please visit [www.dcmsme.gov.in](http://www.dcmsme.gov.in).

The Principal Director being the Executive Head of Central Institute Of Tool Design (CITD) shall be responsible for day-to-day management and affairs of the Technology Center and shall exercise powers under the direction, superintendence and control of Chairman of the Governing Council. It shall be the duty of Principal Director to co-ordinate and exercise general supervision of over all activities of the CITD.

Applications are invited from the citizens of India for the above post, proposed to be filled up on contract basis for a period of 5 years initially with further extension, based on the review of performance till the age of superannuation. The details are as under :

<b>PRINCIPAL DIRECTOR, CITD, HYDERABAD</b>	
<b>Educational qualification</b>	<b>Essential:</b> Degree in Engineering (Mechanical/ Production/ Manufacturing Technology) or equivalent from recognized University/ Institution. <b>Desirable:</b> Post Graduate in Engineering /Technology/ Management from recognized Institution.
<b>Experience</b>	<b>Essential:</b> 15 years experience in production/ Training Deptt. of a Tool Room/ reputed Engineering Industry of which 10 years in a responsible Technical / Management position. <b>Preferable:</b> Implementation & Management of Engineering projects, experience in use of computerized MIS including reverse engineering, Rapid prototyping, CAD/CAM and CNC technologies. Experience in Administration, Finance and Labour Management.
<b>Scale of Pay</b>	<b>Level-13 A (as per 7th CPC)</b>
<b>Other Benefits</b>	These post besides basic pay carry allowances as per Government Rules.
<b>Age</b>	50 years (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC (Non Creamy Layer) candidates) as on last date of receipt of application.

Applications as per the Proforma given in detailed advertisement on Website [www.dcmsme.gov.in](http://www.dcmsme.gov.in) and [www.citdindia.org](http://www.citdindia.org) should reach by speed / registered post only at following address by **26.07.2021** (The envelope containing the application must be superscribed with application for the vacancy of post of Principal Director, CITD, Hyderabad).

**Director (AB), Office of the Development Commissioner (MSME),  
Room No. 720, 7th Floor, 'A'- Wing, Nirman Bhawan,  
Maulana Azad Road, New Delhi-110108**

Note. The candidates serving in Central/State Govt. or any Govt. Undertaking/ Autonomous organizations are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.

Size : 12.5 x 20 = 250 sq.cms.

**APPLICATION PROFORMA**

Name of the Post Applied for: .....

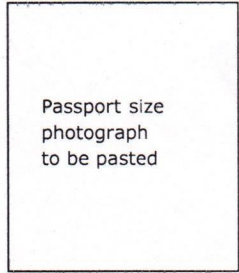
Name of the Applicant :

E-mail address :

Contact No. :

Father's Name :

Permanent Address :



Correspondence Address :

Date of Birth (DD/MM/YYYY) : --/--/----

Age (In Years, Months & Days) :

Category : **Gen/SC/ST/OBC**  
(copy of relevant certificate to be enclosed in case of SC/ST/OBC)

**Educational Qualification** (Copies of Relevant certificates/Degrees to be attached):

**a. Essential** (Starting from Degree Examination onwards)

S. No.	Name of Exam Passed/ Degree	Board/ University	Month & Year of Passing (	Duration of Programme	Subjects	% / Division
1.						
2.						

**b. Desirable**

S. No.	Name of Exam Passed/ Degree	Board/ University	Month & Year of Passing	Duration of Programme	Subjects	% / Division
1.						
2.						

**Experience:** (Copies of relevant Experience Certificate to be attached)

S. No.	Post Held	Name of Organization	Type of Post (Part time/ Contractual/ Ad-hoc/ Regular/ Temporary/ Permanent)	Period (Exact dates to be given indicating day, month & year)		Total Duration			Salary Drawn	Nature of Work
				From (DD/MM/ YYYY)	To (DD/MM/ YYYY)	Years	Months	Days		

**DECLARATION**

I hereby declare that above information is true, correct and complete to the best of my knowledge and belief.

Enclosures:

Place:

Signature of Applicant (with date)

**Note:**

1. A brief self assessment (one page) regarding suitability for the post should also be enclosed by the applicants.
2. Applicants must also enclose self attested copies of certificates for Educational qualification, Experience & Date of Birth (DOB) with their application.
3. The experience gained in full time employment, in the relevant field, after the completion of Essential Qualification, within the closing date of receipt of applications, is to be mentioned.
4. The details of experience i.e. Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment at each post (date, month and year) & field of experience indicating basic pay and consolidated pay, must be enclosed. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with respective duration(s).
5. Candidates serving in Central/State Govt. or any Govt. undertaking/autonomous organization, are required to send their application through proper channel. However, they may send an advance copy to O/o DC (MSME) and produce NOC at the time of interview.
6. Giving false information and canvassing in any manner will render the applicant ineligible for the post.
7. Incomplete application or application with lack of essential documents, will summarily be rejected.
8. The application must contain the Vision Document (Max 500 words) which should include statement indicating their involvement in similar organization and their contribution in increasing income/ solving problems/ product development/ imparting training etc. The Vision Document should have new action initiation and ideas for the respective Centre. The write up should broadly cover the SWOT analysis of the Centre. You may also visit the website of concerned centre.