



MSME TECHNOLOGY CENTRE BHOPAL

Plot No.259/2,261,267/2/1,
Industrial Area with special Educational Zone, Acharpura, Bhopal – 462038 (Madhya Pradesh)
(A Govt. of India Society, Ministry of MSME)

MSME Technology Centre, Bhopal has been set up at Bhopal (Madhya Pradesh). The Technology Centre is a Govt. of India Society registered under Societies Registration Act, functioning as autonomous body under the Ministry of Micro Small & Medium Enterprises, Govt. of India. Applications are invited from the Citizens of India 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 (15/2/2023)	NO. OF POSTS
1	ASSISTANT MANAGER (ADMIN & ACCOUNTS)	RS. 56100-177500 (Level-10)	35	1(UR)
2	ENGINEER (TRAINING)	Rs. 35400-112400 (Level-06)	32	1(UR)

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 - ASSISTANT MANAGER (ADMIN & ACCOUNTS)

Qualification : **Essential:** Commerce Graduate or any Graduate with Law / MBA / PGDBM or CA / ICWA or equivalent from a recognized University / Institute. **Desirable:** Post Graduation Degree / DIP . in PM / HRD/ SAS or equivalent from recognized University / Institution.

Experience : **Essential:** 5 Years' experience in General Administration / Personnel / Accounts in a reputed manufacturing / Govt. organization should be conversant with Govt. Rules & Regulations on the subject. Experience in Computer Application / MS office / Accounting Software **Preferable:** Experience in using ERP Packages / GST Complaint Accounting Software.

SR. NO. 2 - ENGINEER (TRAINING)

Qualification : **Essential:** Degree in Engineering (Mechanical/Production/ Manufacturing Technology/ Electrical / Electronics Mechatronics / Automobile) or equivalent from recognized University / Institution. Exact branch of Engineering would be decided at the time of recruitment. **Desirable:** PG/PGD 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.

APPLICATIONS MUST REACH WITHIN 30 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT TO: The General Manager IGTR Aurangabad & Mentor MSME Technology Centre Bhopal, Plot No.259/2,261,267/2/1, Industrial Area Special Educational Zone, Acharpura, Bhopal – 462038 (Madhya Pradesh).

PERKS & ALLOWANCES: These posts besides pay band carry attractive fringe benefits such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, CPF, Gratuity, 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 and advance copy should reach before last date of application. Please write on the envelope name of the post applied for. To & fro II Class Rail/Bus fare will be reimbursed on production of proof to the candidates attending the interview as per the rules. The Centre reserves the right to short list and call limited number of candidates for test/interview.

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

Examination Passed	Name of the Institution/ 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. 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 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*