सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
OFFICE OF DEVELOPMENT COMMISSIONER (MSME), NEW DELHI

Invites Application for the post of CEOs in Autonomous Bodies

1. **General Manager, Central Tool Room & Training Centre(CTTC), Kolkata**
2. **Principal Director, Fragrance & Flavour Development Centre (FFDC), Kannauj**
3. **Principal Director, Centre for Development of Glass Industry (CDGI), Firozabad**
4. **General Manager, Central Tool Room & Training Centre(CTTC), Bhubaneswar**
5. **Principal Director, Central Institute of Hand Tools (CIHT), Jalandhar**
6. **General Manager, Central Tool Room (CTR), Ludhiana**
7. **Director, Central Footwear Training Institute (CFTI), Agra**

The CEOs shall be responsible for day-to-day management and affairs of the above Autonomous Bodies thereby enhancing the competitiveness of MSMEs in the sector, focusing on improving their access to technology, providing skill up-gradation & offering advocacy support. They will provide leadership in business growth, building client relationship & manpower development. They will oversee & provide guidance for Marketing, Production, Training, Design, Consultancy, R&D etc. as required. They also have to work towards building the competencies of the Centre in the new/ upcoming areas of Technology. It shall be their duty to co-ordinate and exercise general supervision of over all activities of the Centre. The General Manger/ Principal Director/ Director shall be responsible for revenue generation of the centre for self sustenance.

Applications are invited from the Citizens of India for the above posts, 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:

	General Manager, CTTC, kolkata	Principal Director, FFDC, Kannauj	Principal Director, CDGI, Firozabad	General Manager, CTTC, Bhubaneswar	Principal Director, CIHT, Jalandhar	General Manager, CTR, Ludhiana	Director, CFTI, Agra
Educational Qualification	**Essential:** Degree in Mechanical / Production Engg or equivalent from a recognized University / Institution **Desirable:** Post Graduate qualification in Engineering/ Technology/ Management from recognized University/Institution.	**Essential:** Post Graduate Degree in Chemistry/ Botany/ Agronomy or degree in Chemical Technology/ Chemical Engg./ Agriculture Engg. from a recognized University/ Institution. **Desirable:** Doctoral degree in Chemistry/ Botany/ Agronomy or Post- Graduate degree in Chemical Technology/ Chemical Engg./ Agricultural Engg. Or Post Graduate Diploma or degree in Management/ Computer Science.	**Essential:** Degree in Ceramic/ Silicate/ Glass Technology or equivalent with glass as a main subject from a recognized university or institute with 15 years experience in production/ research in a glass/ ceramic industry/ R&D organization in a responsible position. **Desirable:** Post Graduate Degree in Ceramic/ Silicate/ Glass Technology or management with experience in implementation of glass projects and manufacture of different types of glasses/ glass products.	**Essential:** Degree in Mechanical / Production Engg from a recognized University / Institution **Desirable:** Post Graduate qualification in Engineering/ Technology/ Management from recognized Institution.	**Essential:** Degree in Mechanical / Production Engg or equivalent from a recognized University / Institution **Desirable:** Post Graduate qualification in Engineering/ Technology/ Management from recognized Institution.	**Essential:** Degree in Mechanical / Production Engg or equivalent from a recognized University / Institution **Desirable:** Post Graduate qualification in Engineering/ Technology/ Management from recognized University/ Institution.	**Essential:** Degree in Leather Technology/ Chemical Engineering or Polymer Technology from a recognized University or equivalent and 7 Years experience in responsible capacity in footwear training institution or technical organization dealing with footwear or footwear manufacturing unit. OR Diploma in Leather Technology/Diploma in Footwear Technology from a recognized Institution and 12 years experience in responsible capacity in footwear training institution or technical organization dealing with footwear or footwear manufacturing unit. **Desirable:** Post Graduate Diploma in Business Management from recognized institution. (ii) Experience in teaching/ conducting training progammes.
Experience	**Essential:** 15 years experience in Production/Training Department of a Tool Room/reputed Engineering Industry of which 10 years in a responsible technology/ Management Position. **Desirable:** Implementation & Management of Engineering Projects, experience in use of computerized MIS including reverse engineering, Rapid Prototyping, CAD/ CAM and CNC Technologies etc. and experience in Administration, Finance & Labour Management.	**Essential:** 15 years experience in a responsible position in an Industrial Establishment/ technical/ R&D organization dealing with fine chemicals/ phyto-chemicals or aromatic and medicinal plants cultivation/ processing or creation of fragrance/ flavours, or quality management in phyto-chemicals and fine chemicals. **Desirable:** Experience in production/ R&D work/ teaching/ conducting training programmes in organizations dealing with aroma chemicals, essentials oils, flavors & fragrances, aromatic & medicinal plants, spices and oleo resins. Experience in Human Resource and Financial Management, Industrial Relations and General Administration. (In case of exceptionally deserving suitable & meritorious candidates, requirements of experience can be relaxed at the discretion of Chairman, Governing Council).	Experience in financial, personnel management and general administration	**Essential:** 15 years experience in Production/Training Department of a Tool Room/reputed Engineering Industry of which 10 years in a responsible technology/ Management Position. **Preferable:** Implementation of Engineering Projects preferably with foreign collaboration, experience in use of computerized MIS including reverse engineering, Rapid Prototyping etc. Experience in administration, Finance & Labour management CAD/ CAM and CNC Technologies.	**Essential:** 15 years experience in Production/Training Department of a Tool Room/reputed Engineering Industry of which 10 years in a Managerial technical Position. **Preferable:** Implementation and 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.	**Essential:** 15 years experience in Production/Training Department of a Tool Room/reputed Engineering Industry of which 10 years in a responsible technology/ Management Position. **Desirable:** Implementation and 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.	
Scale of Pay	Level-13 A (as per 7th CPC)	Level-13 (as per 7th CPC)	Level-13 (as per 7th CPC)	Level-13 A (as per 7th CPC)	Level-13 A (as per 7th CPC)	Level-13A (as per 7th CPC)	Level-12 (as per 7th CPC)
Other Benefits	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 1,31,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 1,23,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 1,23,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 1,31,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 1,31,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 1,31,100/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of Rs. 78,800/- and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}
Age	50 years, relaxable up to 5 years for SC/ST/ Internal candidates & 3 years for OBC candidates.	50 years, as on the last date of receipt of application (relaxable up to 5 years for SC/ST candidates/ employees of Govt., Semi-Govt./ Quasi Govt. Organizations / Autonomous Bodies/ Departmental Candidates, 3 years for OBC candidates/ Ex-servicemen/PH as per Govt Rules).	Not exceeding 50 years (relaxable upto 5 years for SC/ST/ Departmental candidates and employees of Govt/semi-Govt organizations & 3 years for OBC candidates as per Govt Rules)	50 years, relaxable up to 5 years for SC/ST/ Internal candidates & 3 years for OBC.	50 years, relaxable up to 5 years for SC/ST/Internal candidates & 3 years for OBC.	50 years, relaxable up to 5 years for SC/ST/Internal candidates & 3 years for OBC.	Not exceeding 45 years (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates as per Govt Rules).

If interested to work at challenging work environment, the duly filled Application along with supporting documents, as per the Proforma given in detailed advertisement on Website www.dcmsme.gov.in, www.ffdcindia.org, www.cftiagra.org.in, www.cdgiindia.net, www.cttc.gov.in, www.ciht.in, www.msmetoolroomkolkata.com, www.ctrludhiana.org should reach by speed/ registered post at the address - **"Additional Development Commissioner (TR), Office of the Development Commissioner (MSME), Room No. 32082, 2nd Floor, Kartavya Bhawan-3, Janpath Road, New Delhi-110001 ".**

Separate applications should be sent for separate post/locations (The envelope containing the application must be superscribed with application for the vacancy of respective position/location applied for.....). **The last date of receipt of application is 23.11.2026.**

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. The crucial date of determining the age-limit shall be the closing date for receipt of application from candidates. Further, the post-qualification experience in the relevant field will only be considered for the purpose of experience criteria mentioned for the respective posts.

APPLICATION PROFORMA

Name of the Post Applied for:

Name of the Applicant :

E-mail address :

Contact No. :

Father's Name :

Permanent Address :

Passport size photograph to be pasted

Correspondence Address :

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

Age (In Years, Months & Days) :
(as on closing date for receipt of application)

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

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 and Date of Birth (DOB) etc. 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. 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.
8. Incomplete applications or applications not meeting the eligibility criteria shall be summarily rejected and no further correspondence shall be entertained in this regard.

Note: The crucial date of determining the age-limit shall be the closing date for receipt of application from candidates. Further, the post-qualification experience in the relevant field will only be considered for the purpose of experience criteria mentioned for the respective posts.