

No. J/157/2023-KVI (2)
Government of India
Ministry of Micro Small and Medium enterprises
(ARI Division)

Udyog Bhavan, New Delhi
Dated the 05 June, 2024

VACANCY CIRCULAR

Subject: Engagement of 01 Sr. Consultant on contract basis in the ARI Division, Ministry of MSME – reg.

Ministry of Micro Small and Medium enterprises invite applications from the eligible candidates for filling up of the vacancy of 01 Sr. Consultant on purely contract basis in ARI Division, Ministry of MSME as under:

Sr. No.	Name of the Post	Sr. consultant
1.	Number of Sr. consultant to be engaged on contract basis	01 (One)
2.	Period of engagement	The engagement in M/o MSME will be initially for a period of 1 year. The engagement can be extended up to 3 years, one year at a time, subject to satisfactory annual performance review.
3.	Age Limit	Should not be more than 65 years of age.
4.	Remuneration Payable	In case of person retired with Pension in terms of CCS (Pension) rules, 2021, Remuneration will be as per the DoE's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. In case of person retired under National Pension System (NPS), Remuneration will be as per the DoE's O.M. no. 3-25/2020-E.III(A)/Pt dated 18.10.2023.
5.	Place of Work	M/o MSME, Udyog Bhawan, New Delhi
6.	Qualification/Experience	a. Academic: B.E./ B. Tech (Textile) Graduate Diploma/ Post Graduate Diploma/ MBA in subjects related to Textile. b. Work experience: Minimum experience of 15 years in Central Govt. / State Govt. in Khadi & Village Industries sector. Minimum experience of 5 years in management/supervision related to textile production. Experience in Administration and Management of Raw Material related to Khadi/Textile. Experience in management & administration related to

			<p>village industries development programme and schemes implementation/ monitoring.</p> <p>Proactive and entrepreneurial attitude; exploring and developing innovative approaches that appeal to rural and Khadi entrepreneurs</p> <p>Excellent networking skills; ability to engage with the public and private sectors;</p> <p>Excellent (writing and oral) communication skills, reporting and presentation skills</p> <p>Language: Fluency in English and Hindi is essential.</p>
7.	Termination agreement	of	M/o MSME, New Delhi may terminate the services of Sr. Consultant in case his/ her services are not satisfactory or he/ she is lacking in honesty and integrity.
8.	Notice period relieving	for	The contract can be terminated by either side by giving notice of one month's time.

2. The engagement of Sr. Consultant on contract basis will be subject to fulfillment of terms & conditions entailed in the guidelines of HR Section of this Ministry vide letter/circular dated 29.03.2022.

3. The selected person should be available on his mobile/ telephone and email at all times on engagement in the Ministry. He/She may be required to attend office on Saturday/ Sundays and other holidays, if necessary.

4. M/o MSME, New Delhi reserves the right to accept or reject in part or in full, all the responses without assigning any reasons whatsoever.

5. Interested retired persons (Central Govt./State Govt./Autonomous Body/Statutory Body) in pay level-12 or 13 of 7th CPC, who fulfill the eligibility criteria, may submit their application in the prescribed Proforma along with the relevant documents vide Email to mankho.dim@nic.in and copy to vineshk.72@gov.in / dir-msme@gov.in in super-scribed "Application for engagement as Sr. Consultant on contract basis in KVI-2&3 Sections in Ministry of MSME" which should reach this office within 15 days from the date of publishing of the circular. Physical application will not be entertained.

Vinesh
(Vinesh Kumar) 5/6/2022

Under Secretary to the Govt. of India
Tel No. 011-2306 2573

To

1. Notice Board of Ministry of MSME
2. NIC for uploading this circular on the website of Ministry of MSME
3. Deputy Secretary (HR), Ministry of MSME

Copy to: - PPS to JS (ARI), M/o MSME

Proforma for sending application for Sr. Consultant:

Sl. No.	Item	Details
1.	Name	
2.	Father's Name	
3.	Mother's Name	
4.	Date of Birth/Age	Supporting document to be attached
5.	Gender	
6.	Educational qualification	Supporting document to be attached
7.	Details of Experience	Supporting document to be attached
8.	Last Pay Drawn	Supporting document to be attached
9.	Resume	

Instructions for sending application on email:-

- a. The above proforma will be the body of the email.
- b. All the relevant documents/certificates in support of the details in proforma may be attached with the email as a single pdf with file name: additional documents-candidates name' (single pdf should not be more than 10 Mb in size)
- c. The resume should be submitted as pdf with file name as 'Resume' candidates name'. (file size should not be more than 2 MB)
- d. Last date for submission of application is within 15 days from publication of this advertisement.