

सूक्ष्म, लघु एवं मध्यम उद्यम  
विकास कार्यालय  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
भारत सरकार

111 व 112 बी टी रोड,  
कोलकाता-700108



MSME DEVELOPMENT &  
FACILITATION OFFICE  
Ministry of Micro, Small & Medium  
Enterprises

Government of India

111 & 112, B.T. ROAD  
KOLKATA - 700108

No. 69(4)/D-12012/6/2019-Admn

Dated: 05.04.2023  
06

**CIRCULAR**

Applications are invited for filling up the following posts in and under Micro, Small & Medium Enterprises – Development & Facilitation Office, Kolkata on Deputation/Absorption basis from suitable candidates, who fulfill the eligibility as shown against the post below:-

Sl. No.	Post with Scale of Pay	No. of Post	Place of Posting	Eligibility
1)	Staff Car Driver(Ordinary Grade) Level - 2 (PB-1 Rs.5200-20200 G.P. Rs.1900/-) General Central Service, Group-'C', Non-Gazetted, Ministerial	02 (Two)	01 at MSME- DFO, Kolkata  01 at MSME-TC, Kolkata	Multi-Tasking Staff with three years' service in the grade rendered after appointment thereto on a regular basis in pay band-1, Rs.5200-20200 with grade pay of Rs.1800,Level-2 of 7 <sup>th</sup> cpc in the Ministry of Micro, Small and Medium Enterprises – Development Organisation who possess valid driving license for driving light motor vehicle subject to passing of a Trade Test to assess the competency to drive motor cars.  Or Multi-Tasking Staff with three years' service in the grade rendered after appointment thereto on a regular basis in pay band-1, Rs.5200-20200 with grade pay of Rs.1800 in the Ministries or Department of the Central Government possessing qualification with Matriculation or equivalent from recognized Board and possession of a valid driving licence for driving light motro vehicle and knowledge of motor mechanism and shall be able to remove minor defects in vehicle and experience of driving a motor car for three years and ability to read English and hindi. Desirable : Three years service as Home Guard or civil Defence volunteer.  Or The Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having experience and qualifications as para -2 shall also be considered.

**P.T.O.**

*Proprietor*

*Ph*

- 5) **Terms of Deputation:** The terms of deputation of the selected Central Government officers will be governed in accordance with DOP&T O.M. No. 2/29/91-Estt.(Pay II), dated 17.06.2010 (amended from time to time).
- 6) **Age Limit:** 'Not exceeding 56 years' as on the closing date of the receipt of application.
- 7) **Period of Deputation:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceeding 2(Two) years as per Recruitment Rules of ex-cadre post.
- 8) **Absorption:** The absorption of the officer/officials in and under MSME-DFO, Kolkata may be considered after 2(Two) years of working on deputation to the post held by him/her and after satisfactory performance of the officer/officials to the satisfaction of the Competent Authority. This will be subject to the acceptance of employee and NOC of his/her parent organisation and guidelines of DOPT in this regard. The Absorption Appointment decision is entirely at the discretion of the Competent Authority of MSME-DFO, Kolkata.

The applications of eligible candidates who are desirous of being considered for appointment to the above mentioned post and who can be spared immediately after selection, may please be forwarded through proper channel to the **Joint Director & HoO, MSME- Development & Facilitation Office, Min. of MSME, Govt. of India, 111 & 112, B. T. Road, Kolkata- 700108** within 30 days from the date of the Circular in Employment News/ Rozgar Samachar, in the prescribed format as at Annexure-I (Prescribed form along with details can also be downloaded from this office website ([www.msmedikolkata.gov.in](http://www.msmedikolkata.gov.in) / [www.sisikolkata.gov.in](http://www.sisikolkata.gov.in) ) along with CR dossiers for the last 05(five) years and vigilance / disciplinary clearance certificate. Incomplete applications and applications not duly forwarded by their office will not be considered. The selected candidate should be released for joining the post on deputation within 15 days of selection and the forwarding office (parent office) should make a declaration to this effect in the form of an undertaking.

  
(P. Gopal Krishnan)  
Assistant Director (Admn.)  
For Joint Director & HoO

To:

1. The Director / Joint Director ,all MSME-DFO / MSME-TC / KVIC / NSIC.
2. DC(MSME), New Delhi – For information
3. SENET Division, MSME-DFO, Kolkata – It is requested to upload it in official website.
4. Appointment of Group 'C' file (No. A-12012/17/16-Admn)



Annexure - 1

FORMAT OF APPLICATION ON DEPUTATION/ ABSORPTION BASIS

**POST APPLIED FOR** \_\_\_\_\_

1. Name of the Applicant :
2. Father's Name :
3. Address for Correspondence :  
(with PIN CODE)
4. Contact No. : 4(a). Email ID:
5. Date of Birth :
6. Whether SC/ST/OBC : 6(a). PH 6(b). Minority:
7. Educational Qualifications :
8. Professional / Technical Qualifications :
9. Details of present post held in Central Government Service :
  - a. Designation of the post :
  - b. Scale of pay & present pay drawn :
  - c. Date of appointment to the post :
  - d. Nature of appointment to the post (ad-hoc / regular) :
10. Experience :
11. Detail of deputation held previously, if any, with full particulars :
12. Remarks, if any (may attach separate sheet, if needed) :

The information / details provided by me are correct and true to the best of my knowledge and no materials/ facts having a bearing on my selection have been suppressed / withheld.

**Signature of the Applicant**  
**Telephone No.**.....  
**Email ID** .....

*Prasanna*

*Pr*

**Certificate to be furnished by the Employer / Head of Office / Forwarding Authority by Parent Office / Controlling Authority:**

1. Certified that the information given by the Applicant has been verified from the office record and is found to be correct.
2. The ACR/APAR dossiers for the last five years: Are Attached/ Not Attached
3. It is certified that no vigilance case is pending or contemplated against him / her.
4. In the event of selection, the official will be relieved within 15 days of receipt of communication.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_

Tel. No. \_\_\_\_\_

Email ID \_\_\_\_\_

*P*  
*As per*