

MGIRI/Admin/2019-20/18

**VACANCY ON DEPUTATION BASIS**

Applications are invited on deputation basis including short term contract in prescribed format from suitable officers, working under the Central Govt./State Govt./Statutory Body/Corporation/Autonomous organization having scale of pay as per Central Govt, agencies, for filling up of one post of Deputy Director (Group 'A' post) (Management and System), in pay scale of Rs 37400 -67000/- and table/level 13 of 7<sup>th</sup> CPC pay matrix, as per standard terms and conditions of Mahatma Gandhi Institute for Rural Industrialization (MGIRI), a national level Institute under the administrative control of Ministry of Micro, Small and Medium Enterprises located at Wardha, Maharashtra.

The last date for submission of application through proper channel is 25.07.2020

The Form and other details for applying to the above post can be downloaded from our website i.e. [www.mgiri.org](http://www.mgiri.org)

  
(Dr R K Gupta)  
Director

**Advertisement for the post of Deputy Director (Group 'A' post), Management & System on Deputation basis**

MGIRI a National Institute, functioning under the administrative control of the Ministry of Micro, Small and Medium Enterprises, Government of India, is located at a single location in Wardha, Maharashtra. The vision of MGIRI is to support, upgrade and accelerates the process of rural industrialization in the country following Gandhian vision of sustainable village economy, self sufficient in employment and amenities and to provide S&T inputs to make the rural products and services globally competitive.

To meet the objectives, MGIRI intends to invite application from dynamic officers fulfilling the eligibility criteria and willing to work with MGIRI, Wardha on deputation basis for period of three years. The eligibility criteria are as follows:-

01.	Name of the post	Deputy Director (Management and System)
02.	Number of post	01 (Unreserved)
03.	Classification	General Central Service Group 'A' Non – Ministerial
04.	Scale of pay	Pay Band 4 :Rs. 37400 -67000/-,Grade Pay – Rs.8700/- (pre-revised 6 <sup>th</sup> CPC) Table/ Level 13 (as per 7 <sup>th</sup> CPC)
05.	Essential and Minimum qualifications/experience	<b>Essential qualification:-</b> Master degree in Science/Engineering/Technology/Management from a recognized University with specialization in the field of Management & System.  <b>Desirable:</b> Ph.D. in Science/Engineering/Technology/Management with specialization in the field of Management & System.
06.	Experience	Officer of the Central Govt./State Govt./Statutory Body/Corporation/Autonomous organization:- i. holding analogous post on regular basis or ii. Five year regular service in the post in the pay Band 3 (Rupees 15600-39100) with Grade Pay Rs 7600/-, Level 12 as per 7 <sup>th</sup> CPC pay Matrix. Ten years experience in planning rural development through entrepreneurship through ICT /teaching /research in industry/ research in technology development.
07.	Duties and responsibilities	To head the Management & System section To plan and oversee the applied research projects and their adoption by the target groups of rural industry institutions, artisans, etc. To manage day to day activities of the section Coordinate the R&D work in the section and in the field.
08.	Method of recruitment:-	By Deputation
09	Age limit	Not exceeding fifty six years on the closing date of receipt of application
10	Period of deputation	The period of deputation shall not exceed three years.



11	Headquarters	Will be in Wardha, Maharashtra.
12	Application to be forwarded through proper channel	Application completes in all respect duly forward through proper channel along with ACR's/ Vigilance Clearance report shall send to the :- Director, Mahatma Gandhi Institute for Rural Industrialization, Near Maganwadi, Ramnagar, Wardha (Maharashtra) 442 001
13	last date for submission of application	25.07.2020

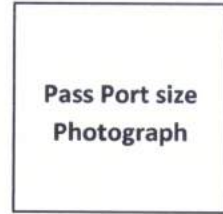
**Terms & Conditions:**

1. The period of deputation shall be three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of application.
2. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
3. The condition stipulated by the Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training, Govt. of India, New Delhi on deputation/Foreign Service of Central Govt. employees vide DoPT OM No. 6/8/2009-Estt. (Pay II) dtd. 17.06.2010 will be applicable. Further any modification in guidelines by DoPT will also be applicable.
4. Deputationist should give a advance notice of 3 months if he/she desires for repatriation to his/her parent department. No repatriation or forwarding of application shall be considered before completion of one year service.
5. No Joining time is permissible for joining the post.
6. MGIRI reserve the right for short listing of candidates where will be at the sole discretion of the MGIRI. Mere fulfilling of the eligibility criteria does not entitle to call for interview.
7. Incomplete application in any manner is liable to be rejected without making reference to the candidate.
8. The envelope containing the application should be super scribed "APPLICATION FOR THE POST OF DEPUTY DIRECTOR, MANAGEMENT AND SYSTEM IN MGIRI WARDHA".
9. Decision of the competent authority will be final in the process of selection and no request disputing the decision will be entertained.
10. No TA / DA will be paid to any candidate for appearing in the interview.
11. Application forms in the prescribed proforma hosted in the MGIRI's website (www.mgiri.org) along with the information / particulars supported by attested copies of certificate in support of age, educational qualification, etc., along with passport size photograph (full name to be written on backside), (originals of all the certificates to be produced at the time of interview) should reach Director, Mahatma Gandhi Institute for Rural Industrialization, Maganwadi, Wardha, Maharashtra 442001, by 25.07.2020.
12. Any modification/amendment/ corrigendum in respect of the above advertisement shall be made available only on MGIRI website. No further press advertisement will be published.

(Dr R K Gupta)  
Director

BIO-DATA/CURRICULUM VITAE PROFORMA

APPLIED FOR THE POST OF \_\_\_\_\_



1.(i) Name and Office Address (in Block Letters) (ii) Mob. No. (iii) Email ID	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/ State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent



9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11 Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments	

<p>16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption' 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Reemployment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Date \_\_\_\_\_

Residential Address \_\_\_\_\_

**List of Documents Attached:**

- |  |           |
|--|-----------|
| 1. Matriculation Certificate Showing Date of Birth                 | (Yes/ No) |
| 2. Educational Qualification Certificate                           | (Yes/No)  |
| B. Experience Certificate as per eligibility criteria for the post | (Yes/ No) |
| 4. Latest Pay Slip   | (Yes/ No) |
| 5. ACR/APAR for the last 5 years attached                          | (Yes/No)  |
| 6. Vigilance Clearance   | (Yes/ No) |

ON LETTER HEAD

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately within one month.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is beyond doubt.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt, of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed, (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)