



## MSME- TECHNOLOGY CENTRE, BADDI

Village – Bhatolikalan, Tehsil – Baddi, Distt. Solan - 173205 (Himachal Pradesh)  
A Govt. of India Society & Autonomous Body under MSME,  
Ministry of Micro Small & Medium Enterprises



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:-

S. N.	NAME OF THE POST & TRADE	Pay Matrix	MAX. AGE IN YEARS AS ON 10/10/2022	NO. OF POSTS
1	MANAGER MARKETING	Rs. 67700 - 208700, Level-11th	40	1 (UR)
2	SENIOR ENGINEER (DESIGN)	Rs. 44,900 – 142400, Level-7th	35	1 (UR)
3	ENGINEER (PRODUCTION)	Rs. 35,400 – 112400, Level-6th	32	1 (UR)
4	ENGINEER (TRAINING)	Rs. 35,400 – 112400, Level-6th	32	1 (UR)
5	ENGINEER (MARKETING)	Rs. 35,400 – 112400, Level-6th	32	1 (UR)
6	PURCHASE OFFICER	Rs. 35,400 – 112400, Level-6th	32	1 (UR)
7	ACCOUNTS OFFICER	Rs. 35,400 – 112400, Level-6th	32	1 (UR)
8	FOREMAN	Rs. 35,400 – 112400, Level-6th	32	1 (UR)
9	SENIOR TECHNICIAN(PRODUCTION)	Rs. 29,200 – 92300, Level-5th	30	2 (UR)
10	SENIOR TECHNICIAN(TRAINING)	Rs. 29,200 – 92300, Level-5th	30	2 (1 UR & 1 OBC)
11	SENIOR TECHNICIAN MAINTENANCE (MECHNAICAL)	Rs. 29,200 – 92300, Level-5th	30	1 (UR)
12	SENIOR TECHNICIAN MAINTENANCE (ELECTRICAL)	Rs. 29,200 – 92300, Level-5th	30	1 (UR)

Age relaxation: 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 - MANAGER MARKETING

##### **QUALIFICATION: Essential:-**

Degree in Engineering (Mechanical/Production/Manufacturing Technology/Mechatronics/Automobile) or equivalent from a recognized University / Institute.

##### **Desirable:-**

PG Diploma in Tool Design/Marketing/Management/PGDBM/MBA or equivalent from recognized institution.

##### **Experience:**

##### **Essential:-**

5 years' experience in Marketing of Engineering products/ Training Dept. / Production / Design Deptt. of a Tool Room / reputed Engineering Industry out of which 3 years in responsible technical/ Management position.

##### **Preferable:-**

Experience in providing technical training/consultancy in product development or production/ Design experience in marketing / sale of Engineering product/tools.

## **SR. NO. 2 - SENIOR ENGINEER DESIGN**

**Qualification:** **Essential:-**  
Degree in Engineering (Mechanical/Production/Manufacturing Technology/Mechatronics / Automobile) or equivalent from a recognized University / Institution.  
**Desirable:-**  
PG / PG Diploma in Tool Design/ Production/CAD/CAM/CAE/Masters in design or equivalent from recognized institution.

**Experience:** **Essential:-**  
3 years in Design / Production Department of Tool Room/ Reputed Engineering industry/ organization using CAD/CAM/CAE and CNC Technology.  
**Preferable:-**  
Experience in Designing of Moulds, Dies, Press Tools etc using CAD/CAE/Experience in quality control of tools and components/AR/VR/AI.

## **SR. NO. 3 - ENGINEER (PRODUCTION)**

**Qualification:** **Essential:-**  
Degree in Engineering (Mechanical/Production/Manufacturing Technology/Mechatronics/Automobile) or equivalent from a recognized University / Institution.  
**Desirable:-**  
PGD in Tool Design/ Production/CAD/CAM/CAE/Mechatronics or equivalent from recognized Institution.

**Experience:** **Essential:-**  
Nil  
**Preferable:-**  
Experience in Tool Production involving CAD/CAM/CNC Technology.

## **SR. NO. 4 - ENGINEER (TRAINING)**

**Qualification:** **Essential:-**  
Degree in Engineering (Electrical/Electronics/Mechatronics) or equivalent from recognized University / Institution.  
**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 VLSI/ Embedded System/ Mechatronics/Python/Automation.

## **SR. NO. 5 - ENGINEER (MARKETING)**

**Qualification:** **Essential:-**  
Degree in Engineering (Mechanical/Production /Manufacturing Technology/ Mechatronics/ Automobile) or equivalent from recognized University / Institution.  
**Desirable:-**  
PG/PG Diploma in Tool Design/Production/Marketing Management or equivalent from recognized institution.

**Experience:** **Essential:-**  
NIL.  
**Preferable:-**  
Experience in Technical training /Marketing/Product development of a Tool Room or reputed Engineering organization.

## **SR. NO. 6 - PURCHASE OFFICER**

**Qualification:** **Essential:-**  
Degree in Commerce from recognized University.  
**Desirable:-**  
Post Graduation in Commerce/Diploma in material management/ERP/MBA.

**Experience:** **Essential:-**  
3 Years in Material Management, purchase order processing, Inventory Management, Bill of material / Vendor development etc.  
**Preferable:-**  
Experience in store Accounting ,Budgeting and Taxation/export/ import documentation /computerized Accounting /ERP/Inventory control of items used in Tool Production /Engineering Industry,

**SR. NO. 7 - ACCOUNTS OFFICER**

**Qualification:** **Essential:-**  
Degree in Commerce from recognized University or equivalent.  
**Desirable:-**  
Post Graduation in Commerce/ICWA/CA/SAS examination or equivalent from a recognized University/ Institute.

**Experience:** **Essential:-**  
3 years in the field of Accounts, preferably in an industrial Establishment/Autonomous Bodies. Should have knowledge in accounting, budget, Balance Sheet and computerized accounting systems etc.  
**Preferable:-**  
Experience in using ERP Package/ Tax Laws.

**SR. NO. 8 - FOREMAN**

**Qualification:** **Essential:-**  
Diploma/ Degree in Engineering (Mechanical/Production /Manufacturing Technology/ /Mechatronics) or equivalent from recognized University / Institution.  
**Desirable:-**  
PG/PG Diploma in Tool Design/CAD/CAM/CAE /Mechatronics or Tool Engineering from recognized institution

**Experience :** **Essential:-**  
NIL for degree and 3 years' for Diploma Holders experience in Tool Design/ Production involving CNC Technology /CAD/CAM/CAE.  
**Preferable:-**  
Experience in operating Machines in Tool Production including CNC Machines /VLSI/Embedded System/Mechatronics.

**SR. NO. 9 - SENIOR TECHNICIAN PRODUCTION**

**Qualification:** **Essential:-**  
Diploma in (Mechanical/Production / Mechatronics with post Diploma in Tool design/CAD/CAM or Diploma in Tool & Die Making).  
**Desirable:-**  
Certificate course in CAD/CAM/CNC/Mechatronics from recognized institution

**Experience:** **Essential:-**  
2 years' Experience as a Tool Making in reputed Tool Room /Industrial establishment with exposure to CNC Program/Planning & Machinery/Tool Tryout, Assembly/Quality Control/Critical Machining, Heat Treatment. Experience Mechatronics-  
**Preferable:-**  
Experience in operating, Programming CNC Machines/Maintenance of CNC machines.

**SR. NO. 10 - SENIOR TECHNICIAN TRAINING**

**Qualification:** **Essential:-**  
Diploma in (Mechanical/Production / Mechatronics with post Diploma in Tool design/CAD/CAM or Diploma in Tool & Die Making).  
**Desirable:-**  
Certificate course in CAD/CAM/CNC/ /Mechatronics from recognized institution

**Experience:** **Essential:-**  
2 years' Experience as a Tool Making in reputed Tool Room /Industrial establishment with exposure to CNC Program/Planning & Machinery/Tool Tryout, Assembly/Quality Control/Critical Machining, Heat Treatment.  
**Preferable:-**  
Experience in operation, Programming CNC Machines/Maintenance of CNC machines.

**SR. NO. 11 - SENIOR TECHNICIAN MAINTENANCE (MECHANICAL)**

**Qualification:** **Essential:-**  
Diploma in (Mechanical/Production Engineering with post Diploma in Tool design /CAD/CAM or Diploma in Tool & Die Making / Mechatronics).  
**Desirable:-**  
Certificates course in CAD/CAM/CNC/Mechatronics from recognized institution.

**Experience:** **Essential:-**  
2 years' experience as a Tool Makers in reputed Tool Room /Industrial establishment with exposure to CNC Program/Planning & Machinery/Tool Tryout, Assembly/Quality Control/Critical Machining, Heat Treatment, Mechatronics.  
**Preferable:**  
Experience in operation, Programming CNC Machines/Maintenance of CNC machines.

**SR. NO. 12 - SENIOR TECHNICIAN MAINTENANCE (ELCTRICAL)**

**Qualification:** **Essential:-**  
Diploma in (Electrical / Electronic / Mechatronics).  
**Desirable:-**  
Certificates course in VLSI/Embedded system/Automation/Mechatronics from recognized institution.

**Experience:** **Essential:-**  
2 years' experience in VLSI/Embedded System/Mechatronics.  
**Preferable:**  
Experience in operation, Programming CNC Machines/Maintenance of CNC machines.

Applications must reach to **The Deputy General Manager, MSME Technology Centre - Baddi, Village Bhatolikalan, Katha, Hadbast No. 214, District Solan - 173205 (Himachal Pradesh)**. Last date of submission of application (as per prescribed format) by **10.10.2022 (Monday) till 05.30 PM**. Late applications will be summarily rejected. MSME, TC - Baddi reserves the right to reject any application, increase or decrease no. of posts without assigning any reason thereof.

**PERKS & ALLOWANCES:**

These posts besides pay band carry attractive fringe benefits such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, PF, Gratuity, etc.

**HOW TO APPLY:**

The Interested Candidates should send their bio data as per the format cited below along with self-attested copies of educational and experience certificates for the above post(s). Single format shall be used for applying for single post only. In case applying for more than one post, then separate format to be used. 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 with an advance N.O.C copy. Please write on the envelope **name of the post applied for**. The center reserves the right to short list and call limited number of candidates for test/interview. The candidate can apply for more than one post subject to fulfilment of conditions.



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

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. Is any disciplinary / vigilance enquiry pending / contemplated against you? \_\_\_\_\_

17. Any other information: \_\_\_\_\_

I .....hereby 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 Baddi and Courts/Tribunals/Forums at Baddi/Solan 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 TC Baddi.

**Place:**

**Date:**

**Signature of the Candidate**

**NOTE : Use separate sheet for qualification and experience if required**