

**GOVERNMENT OF INDIA**  
**Ministry of Micro, Small & Medium Enterprises**  
**Office of Development Commissioner (MSME), New Delhi**

**Requires Principal Director, for Fragrance and Flavour Development Centre (FFDC), Kannauj (Government of India Society under Ministry of MSME):**

Ministry of Micro, Small and Medium Enterprises (MSME), Government of India has established various Autonomous Bodies (MSME-Technology Centres) across the nation and these centres primarily support industry particularly MSMEs by providing technical assistance & business advisory support. For details, please visit [www.dcmsme.gov.in](http://www.dcmsme.gov.in).

The Principal Director being the Executive Head of **Fragrance and Flavour Development Centre (FFDC)** shall be responsible for day-to-day management and affairs of the Technology Center and shall exercise powers under the direction, superintendence and control of Chairman of the Governing Council. It shall be the duty of Principal Director to co-ordinate and exercise general supervision of over all activities of **FFDC**.

Applications are invited from the citizens of India for the above post, 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:

	<b>Principal Director, FFDC, Kannauj</b>
Educational qualification	<b>Essential:</b> Post Graduate Degree in Chemistry/ Botany/ Agronomy or degree in Chemical Technology/ Chemical Engg./ Agriculture Engg. from a recognized University / Institution. <b>Desirable:</b> 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.
Experience	<b>Essential:</b> 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. <b>Preferable:</b> Experience in production/ R&D work/ teaching/ conducting training programmes in organizations dealing with aroma Chemicals, essentials oils, flavours & fragrances, aromatic & medicinal plants, spices and oleo resins. Experience in Human Resource and Financial Management, Industrial Relations and General Administration.
Scale of Pay	<b>Level-13 (as per 7<sup>th</sup> CPC)</b>
Other Benefits	These posts besides basic pay, carry allowances as per Government Rules.
Age	50 years <b>as on 29.11.2021</b> (Relaxable up to 5 years for employees of Govt., Semi-Govt./ Quasi- Govt. Organizations/ Autonomous Bodies SC/ST/Departmental Candidates, 3 years for OBC candidates and for Ex-Servicemen/ PH as per Central Govt. Rules ).

Applications as per the Proforma given in detailed advertisement on Website [www.dcmsme.gov.in](http://www.dcmsme.gov.in) and [www.ffdcindia.org](http://www.ffdcindia.org) should reach by **speed/registered post** only at following address by 20.03.2022. (The envelope containing the application **must be superscribed** with application for the post of Principal Director, FFDC, Kannauj).

**Additional Development Commissioner (TC), Office of the Development Commissioner (MSME), Room No. 717, 7<sup>th</sup> Floor, 'A'- Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110011**

**The candidates who have already applied in response to the above advertisement need not to apply again.**

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.

# 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) :**

**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 & 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. Incomplete application or application with lack of essential documents, will summarily be rejected.
8. 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.
9. **Incomplete applications or applications not meeting the eligibility criteria shall be summarily rejected and no further correspondence shall be entertained in this regard.**