



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



**Applications are invited for the following posts**

1. General Manager, Indo German Tool Room (IGTR), Ahmedabad
2. Principal Director, Fragrance and Flavour Development Centre (FFDC), Kannauj

**A new challenging opportunity awaits you to work as  
General Manager / Principal Director of Autonomous Bodies  
(Government of India Societies under Ministry of MSME)**

*We are looking for energetic, dynamic & talented professionals having domain knowledge, skill sets & leadership qualities, who wish to leverage their experience & knowledge to deliver high results in the respective sector*

**Indo German Tool Room (IGTR)** an ultra modern Tool Room equipped with latest machines provides product design, prototype development & job work support to MSMEs and offers vast spectrum of training programs in the State-of-the-art Training facilities.

**Fragrance & Flavour Development Centre (FFDC)** caters to the technical needs of essential oil, fragrance & flavour industry, R&D institutions in the Sector by providing technical assistance, consultancy & skilling support etc.

For more details, please visit to [www.igtrahd.com](http://www.igtrahd.com) and [www.ffdcindia.org](http://www.ffdcindia.org).

The Executive Heads shall be responsible for day-to-day management and affairs of the of Autonomous Bodies thereby enhancing the competitiveness of MSMEs in the sector, focusing on improving their access to technology, providing skill up-gradation & offering advocacy support. They will provide leadership in business growth, building client relationship & manpower development. They will oversee & provide guidance for Marketing, Production, Training, Design, Consultancy, R&D etc., as required. They also have to work towards building the competencies of the Centre in the new/ upcoming areas of Technology. It shall be their duty to co-ordinate and exercise general supervision of over all activities of the Centre.

Applications are invited from the citizens of India for the above posts, 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>General Manager, IGTR, Ahmedabad</b>	<b>Principal Director, FFDC, Kannauj</b>
<b>Educational qualification</b>	<b>Essential:</b> Degree in Mechanical/ Production/ Mfg. Technology Engg. or equivalent from a recognized University/ Institution. <b>Desirable:</b> Post Graduate qualification in Engineering /Technology/ Management, from a recognized Institution.	<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.
<b>Experience</b>	<p><b>Essential:</b> 15 years experience in Production/ Training Deptt. of a Tool Room/ reputed Engineering Industry of which 10 years in a responsible Technology / Management position.</p> <p><b>Preferable:</b> Implementation &amp; Management of Engineering projects, experience in use of computerized MIS including reverse engineering, Rapid prototyping, CAD/CAM and CNC technology, etc. Experience in Administration, Finance and Labour Management.</p>	<p><b>Essential:</b> 15 years experience in a responsible position in an Industrial Establishment / technical / R&amp;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.</p> <p><b>Desirable:</b> Experience in production/ R&amp;D work/ teaching/ conducting training programmes in organizations dealing with aroma chemicals, essentials oils, flavours &amp; fragrances, aromatic &amp; medicinal plants, spices and oleo resins. Experience in Human Resource and Financial Management, Industrial Relations and General Administration. (In case of exceptionally deserving suitable &amp; meritorious candidates, requirements of experience can be relaxed at the discretion of Chairman, Governing Council).</p>
<b>Scale of Pay</b>	<b>Level-13 A (as per 7<sup>th</sup> CPC)</b>	<b>Level-13 (as per 7<sup>th</sup> CPC)</b>
<b>Other Benefits</b>	<p>This post besides basic pay carries allowances as per Government Rules.</p> <p>{ An Entry Pay (Basic) of <b>Rs. 1,31,100/-</b> and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms. }</p>	<p>This post besides basic pay carries allowances as per Government Rules.</p> <p>{ An Entry Pay (Basic) of <b>Rs. 1,23,100/-</b> and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms. }</p>
<b>Age</b>	50 years, as on the last date of receipt of application (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates).	50 years, as on the last date of receipt of application (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 ).

If interested to work at challenging work environment, the duly filled Application, as per the Proforma given in detailed advertisement on Website. [www.dcmsme.gov.in](http://www.dcmsme.gov.in) and website of the concerned Autonomous Body viz [www.igtrahd.com](http://www.igtrahd.com) and [www.ffdcindia.org](http://www.ffdcindia.org), should reach by **speed/registered post** only at the following address by **24.01.2023**.

**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**

Separate applications should be sent for separate post/locations (The envelope containing the application **must be superscribed** with application for the vacancy of respective position/location applied for.....).

***Those who have applied earlier for the post of Principal Director, FFDC, Kannauj need not 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.