

MSME, Technology Development Centre (formerly IDEMI), Mumbai is a Government of India Society, a renowned Institute to provide services to Micro, Small & Medium Enterprises in the field of Design & Development, Calibration & Testing of Mechanical, Electrical, Electronic & Process Control Instruments / Equipments / Products / Appliances etc. Institute also undertakes Design & Manufacture of high quality tools and machining of precision components. Institute also conducts Training Programmes in Electrical, Electronics Mechanical & Information Technology fields. MSME, Technology Development Centre (**formerly IDEMI**), Mumbai invites application from dynamic, result oriented persons in the respective fields for filling up the following posts.

Sr. No.	Name of the Post	Pay Scale Rs.	Max. Age in yrs. (As on 1.1.15)	No. of Posts			
				GEN	SC	OBC	ST
1	Joint Director	PB – 3 – 15600 – 39100/- (G.P.- 6600)	45 years	3	-	-	-
2	Assistant Director	PB – 3 – 15600 – 39100/- (G.P.- 5400)	35 years	2	-	-	-
3	Senior Technical Assistant	PB – 2 – 9300 – 34800/- (G.P.- 4200)	30 years	5	-	1	1
4	Junior Technical Assistant	PB – 1 – 5200 – 20200/- (G.P.- 2800)	30 years	5	3	3	1
5	Senior Draftsman	PB – 1 – 5200 – 20200/- (G.P.- 2800)	30 years	1	-	-	-
6	Stenographer	PB – 1 – 5200 – 20200/- (G.P.- 2400)	30 years	2	-	-	-
7	Librarian	PB – 1 – 5200 – 20200/- (G.P.- 2400)	30 years	1	-	-	-
8	Technician	PB – 1 – 5200 – 20200/- (G.P.- 2400)	30 years	3	-	1	-
9	Lower Division Clerk	PB – 1 – 5200 – 20200/- (G.P.- 1900)	30 years	2	-	-	-
10	Hindi Typist	PB – 1 – 5200 – 20200/- (G.P.- 1900)	30 years	1	-	-	-
11	Jr. Technician	PB – 1 – 5200 – 20200/- (G.P.- 1900)	30 years	5	-	-	-

Application forms are available on web site. (www.idemi.org.)

Age Limit: Relaxable up-to 5 yrs. for SC/ST/ Internal candidates and 3yrs. for OBC candidates. Reservation in post for PH Candidates as per Govt. rules. **ALL ABOVE POST ARE PURELY ON CONTRACT BASIS.**

QUALIFICATION & EXPERIENCE

Sr. No. 1 – Joint Director (Electrical / Electronics)

Qualification:

Essential: Degree in Engineering in Electrical/Electronics/Electronics and Telecommunication/ Instrumentation or equivalent from a recognized University/Institution.

Desirable: Post Graduate in Engineering from recognized University / Institution or M.Sc. (Electronics/Applied Physics) from a recognized university/Institution.

Experience:

Essential: 5 years experience in Calibration and Testing/Training Department/Tool Room in reputed engineering industry out of which 3 years should be in a responsible Technical/Management position.

Desirable:

- NABL Accreditation procedures including Laboratory Management.
- ISO 9001 / 14001 systems
- Management of engineering projects.

Age Limit: 45 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 1 – Joint Director: (Mechanical)**Qualification:**

Essential: Degree in Engineering in Mechanical/Production or equivalent from a recognized University/Institution

Desirable: Post Graduate Diploma in Engineering/Technology/Management from recognized University/Institution

Experience:

Essential: 5 years experience in Production/Planning Department of Tool Room in a reputed Engineering in Industry out of which 3 years should be in a responsible position

Desirable: - Practical experience Tool Production/Tool Design
- Use of computer in Production/Planning, MIS, cost accounting, etc.
- Experience in tool Production using CNC machines, CAD/CAM technology etc.

Age Limit: 45 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 1 – Joint Director: (Training)**Qualification:**

Essential: Degree in Engineering in Electrical/Electronics/Electronics and Telecommunication/Instrumentation/Mechanical or equivalent from a recognized University/Institution.

Desirable: Post Graduate Diploma in Engineering/Technology/Management from recognized University / Institution

Experience:

Essential: 5 years Experience in Production/Training Department of Tool Room in a reputed engineering Industry out of which 3 years in a responsible position.

Desirable: - Practical experience in Planning & HRD Programme.
- Conducting Training courses, seminars etc. in Tool & Die Making, Tool Design or equivalent
- Experience in use of modern teaching aids, etc.

Age Limit: 45 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 2 – Assistant Director: (Mechanical)**Qualification:**

Essential: Degree in Mechanical/Production Engineering or equivalent from a recognized University/Institution.

Desirable: Post Graduate diploma in Engineering /Technology/Management from a recognized University/Institution.

Experience:

Essential: 5 years experience in production / Planning Department of Tool Room / Reputed Engineering Industry of which 3 years in a responsible position.

Desirable: - Practical experience in Tool Production /Tool design,
- Use of computers for Production Planning, MIS, cost accounting etc.
- Tool Production using CNC machines, CAD/CAM technology etc.

Age Limit: 35 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 3 – Senior Technical Assistant**Qualification:**

Essential: Degree/Diploma in Electrical/Electronics/Mechanical/Instrumentation/Communication Engineering/Computer Engineering/Tool Design or equivalent from a recognized University/Institution.

Desirable: Post Graduate Diploma in Engineering/Tool Design/Production/CAD/CAM or equivalent from recognized University/Institution.

Experience:

Essential: 'Nil' for Degree holders and 3 years for Diploma Holders in Tool Room/recognized Technical Training Institution.

Desirable: Practical experience in Electrical/Electronics/Instrumentation/operating machines in tool production involving CAD/CAM/CNC.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 4 – Junior Technical Assistant

Qualification:

Essential: Diploma in Electrical/Electronics/communication Engineering/Instrumentation/ Mechanical Engineering/Tool Design or equivalent from a recognized University/ Institution.

Desirable: Training in CAD/CAM/CNC.

Experience:

Essential: One year experience in the relevant trade.

Desirable: Knowledge of operation of Computers.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 5 – Senior Draughtsman

Qualification:

Essential: Diploma in Mechanical Engineering / Tool Design or equivalent from a recognized University/Institution.

Desirable: ITI Draughtsmanship Course

Experience:

Essential: 4 years as Tool Design Draughtsman in a reputed firm/organization.

Desirable: Working experience of CAD.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 6 – Stenographer

Qualification:

Essential: Degree in Arts / Commerce/Science or equivalent qualification from a recognized University/ Institution with knowledge of shorthand and typewriting at a speed of 100 and 40 w.p.m. respectively.

Desirable: ---

Experience:

Essential: 4 years as Stenographer-typist in reputed organization

Desirable: Knowledge of working in Computer.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 7 – Librarian

Qualification:

Essential: Degree in Arts/Commerce/Science with Diploma in Library Science from a recognized University/Institution with 30 w.p.m. typing speed and knowledge of Computers.

Desirable: Master degree in Library with Computers knowledge.

Experience:

Essential: 4 years experience in line in reputed organization & Computer working knowledge the relevant trade.

Desirable: Working in a computerized Library.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 8 – Technician

Qualification:

Essential: ITI Certificate in Machinist/Turner/Fitter/Electrician/Electronics/Miller Right Fitter/ Tool Room Certificate Course (2 years) from SIDO Tool room or from a recognized Institute or equivalent (exact trade shall be notified at the time of recruitment by the Appointing Authority).

Desirable: Training in CAD/CAM/CNC

Experience:

Essential: 5 years experience in operation of machines and equipment of a Tool Room or fitting/ assembly of tools /heat treatment,

OR

5 years experience in maintenance in a Tool Room or precision engineering workshop preferably in maintenance of CNC machines,

OR

5 years experience in Electrical maintenance including maintenance of CNC machines and CAD/CAM equipment.

Desirable: Practical experience in working with CNC machines and CAD/CAM equipment and their maintenance.

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 9 – Lower Division Clerk

Qualification:

Essential: Degree in Arts/Commerce/Science from a recognized University/Institution or equivalent with English typing speed 30 w.p.m.

Desirable: Knowledge of operation of computer.

Experience:

Essential: 3 years experience in Accounts /Store/Administration in reputed organization.

Desirable: ---

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 10 – Hindi Typist

Qualification:

Essential: Degree in Arts/Commerce/Science from a recognized University/Institution or equivalent with Hindi typing speed 30 w.p.m.

Desirable: Knowledge in computer working.

Experience:

Essential: 3 years experience (in the Hindi Cell) in Hindi typing in reputed organization.

Desirable: ---

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

Sr. No. 11 – Jr. Technician

Qualification:

Essential: ITI Certificate in Machinist/Turner/Fitter/Electrician/Electronics/Miller Right Fitter/ Tool Room Certificate Course (2 years) from SIDO Tool Room or from the recognized Institute or equivalent (exact trade shall be notified at the time of recruitment by the Appointing Authority)

Desirable: Training in CAD/CAM/CNC.

Experience:

Essential: One year experience in the related trade.

Desirable: ---

Age Limit: 30 years, relaxable up to 5 years for SC/ST/Internal Candidate & 3 years for OBC

PERK & ALLOWANCES: These posts besides pay scale carry attractive fringe benefits such as Dearness Allowance facility, House Rent Allowance, Transport Allowance, LTC, CPF, Gratuity, Medical Allowance etc. Higher star in salary can be considered for exceptionally meritorious, qualified and experienced candidates.

HOW TO APPLY : Apply on plain paper neatly typed / written indicating post applied for, full name, postal address (Permanent & Present), date of birth and age, whether SC/ST/OBC, educational, technical & professional qualifications (both essential and desirable), experience details (in years & month), name & address of present & past organization, post held, nature of duties, salary drawn, with recent passport photograph.

Attested photocopies of relevant certificates in respect of date birth, qualification etc. should be enclosed with the application. The candidates belonging to OBC category must enclose 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 candidates will be liable for the rejection.

Candidates apply for more than 1 post should apply separately. Person working in Govt. & Quasi Govt. or public sector undertaking should apply through proper channel with an advance copy. Please write on envelop name of post applied for. To & fro rail / bus fare will be reimbursed on production of proof to candidates attending the interview as per rule.

MANAGEMENT RESERVES THE RIGHT TO ALTER THE ELIGIBILITY STANDARDS. MERE FULFILMENT OF THE ELIGIBILITY NORMS WILL NOT ENTITLE A CANDIDATE TO BE CALLED FOR INTERVIEW AND THE DECISION OF THE MANAGEMENT IN THIS REGARDS SHALL BE FINAL & BINDING.

APPLICATION MUST REACH WITHIN 15 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT TO :
THE PRINCIPAL DIRECTOR, INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING INSTRUMENTS, EASTERN EXPRESS HIGHWAY, CHUNABHATTI, SION P.O., MUNBAI – 400 022.

Filled in prescribed application forms along with required DD of Rs. 500/- for Joint Director, Assistant Director, STA & Rs. 300/- for Sr. Draughtsman, JTA, Stenographer, Jr. Hindi Translator, Librarian, Lower Division Clerk, Hindi Typist, Technician, Jr. Technician (only for General Category Candidates) should reach in the Institute within 15 days of release of this advertisement. DD should be drawn in favour of IDEMI Mumbai.