



**GOVERNMENT OF INDIA  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
OFFICE OF DEVELOPMENT COMMISSIONER (MSME), NEW DELHI**

**Applications are invited for the following posts:**

- **Principal Director**, Fragrance & Flavour Development Centre (FFDC), Kannauj (U.P)
- **Director**, Central Footwear Training Institute (CFTI), Agra (U.P)
- **Principal Director**, Centre for Development of Glass Industry (CDGI), Firozabad (U.P)

**A new challenging opportunity awaits to work as Principal Director/  
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**

**Fragrance & Flavour Development Centre (FFDC), Kannauj** 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.

**Central Footwear Training Institute (CFTI), Agra**, imparts long term and short term trainings in the field of footwear manufacturing. CFTI, Agra also provides consultancy service and extends Common Facility Service in the field of Footwear and allied trades.

**Centre for the Development of Glass Industry (CDGI), Firozabad** equipped with latest moulding & shaping machines, assists glass industry for improving its overall performance, technology upgradation, energy conservation & skill development. CDGI provides testing of raw & finished products, measurement & control of pollution, industry and common facility services to glass industry.

For more information, please visit the following websites: [www.dcmsme.gov.in](http://www.dcmsme.gov.in), [www.ffdindia.org](http://www.ffdindia.org), [www.cftiagra.org.in](http://www.cftiagra.org.in), and [www.cdgiindia.net](http://www.cdgiindia.net).

The Executive Heads will be responsible for the day-to-day management and operations of the Autonomous Bodies, with a focus on enhancing the competitiveness of MSMEs in the sector. Their role will include improving access to technology, providing skill development, and offering advocacy support. They will lead efforts in business growth, client relationship building, and workforce development. Additionally, they will oversee and guide activities related to Marketing, Production, Training, Design, Consultancy, R&D, and other relevant areas. The Executive Heads will also work towards strengthening the Centre's capabilities in emerging technological fields and will coordinate and supervise the overall 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>Principal Director, FFDC, Kannauj</b>	<b>Director, CFTI, Agra</b>	<b>Principal Director, CDGI, Firozabad</b>
<b>Educational Qualification</b>	<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>Essential:</b> Degree in Leather Technology/Chemical Engineering/Polymer Technology from a recognized University or equivalent and 7 Years experience in responsible capacity in footwear training institution or technical organization dealing with footwear or footwear manufacturing unit. <b>OR</b> Diploma in Leather Technology/ Footwear Technology from a recognized Institution with 12 years experience in responsible capacity in footwear training institution or technical organization dealing with footwear or footwear manufacturing unit. <b>Desirable:</b> Post Graduate Diploma in Business Management from recognized institution. (ii) Experience in teaching/ conducting training programmes.	<b>Essential:</b> Degree in Ceramic/ Silicate/ Glass Technology or equivalent with glass as a main subject from a recognized university or institute with 15 years experience in production/ research in a glass/ ceramic industry/ R&D organization in a responsible position. <b>Desirable:</b> Post Graduate Degree in Ceramic/ Silicate/ Glass Technology or management with experience in implementation of glass projects and manufacture of different types of glasses/ glass products. Experience in financial, personnel management and general administration.
<b>Experience</b>	<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>Desirable:</b> Experience in production/ R&D work/ teaching/ conducting training programmes in organizations dealing with aroma chemicals, essentials oils, flavors & fragrances, aromatic & medicinal plants, spices and oleo resins. Experience in Human Resource and Financial Management, Industrial Relations and General Administration. (In case of exceptionally deserving suitable & meritorious candidates, requirements of experience can be relaxed at the discretion of Chairman, Governing Council).		
<b>Scale of Pay</b>	<b>Level-13 (as per 7<sup>th</sup> CPC)</b>	<b>Level-12 (as per 7<sup>th</sup> CPC)</b>	<b>Level-13 (as per 7<sup>th</sup> CPC)</b>
<b>Other Benefits</b>	This post besides basic pay carries allowances as per Government Rules. {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.}	This post besides basic pay carries allowances as per Government Rules. {An Entry Pay (Basic) of <b>Rs. 78,800/-</b> and other associated emoluments such as DA, TA, HRA (in case accommodation is not provided), as per norms.}	This post besides basic pay carries allowances as per Government Rules. {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.}
<b>Age</b>	50 years, as on the last date of receipt of application (relaxable up to 5 years for Govt/Semi/Quasi Govt Employees/Autonomous Bodies/ SC/ST/Internal candidates and 3 years for OBC/Ex-Servicemen/PH candidates as per Govt Rules).	Not exceeding 45 years (relaxable up to 5 years for SC/ST/Internal candidates and 3 years for OBC candidates as per Govt Rules).	Not exceeding 50 years (relaxable upto 5 years for SC/ST/Departmental candidates and employees of Govt/semi-Govt organizations & 3 years for OBC candidates as per Govt Rules)

If you are interested to work in a challenging environment, submit the duly filled application form, along with the supporting documents as per the proforma provided in the detailed advertisement on the websites mentioned above. The application should be sent through speed/registered post only to the address below, and should reach by 24th February 2025.

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

Separate applications should be submitted for each post or location you are applying for. The envelope containing the application must be clearly marked with the position and location applied for\*\*\*\*\*

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. The crucial date of determining the age-limit shall be the closing date for receipt of application from candidates. Further, the post-qualification experience in the relevant field will only be considered for the purpose of experience criteria mentioned for the respective posts.

## 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) :  
(as on closing date for receipt of application)

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 and 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. 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.
8. Incomplete applications or applications not meeting the eligibility criteria shall be summarily rejected and no further correspondence shall be entertained in this regard.

**Note:** The crucial date of determining the age-limit shall be the closing date for receipt of application from candidates. Further, the post-qualification experience in the relevant field will only be considered for the purpose of experience criteria mentioned for the respective posts.