



**MSME-TECHNOLOGY DEVELOPMENT CENTRE,**  
(Process cum Product Development Centre)  
Ministry of Micro, Small & Medium Enterprises,  
Govt. of India, Sports Goods Complex, Delhi Road,  
Meerut - 250 002



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### **EMPLOYMENT OPPORTUNITY**

#### **Walk-in-Interview for Engagement of Outsourced Manpower**

This centre intent to outsource manpower on merely contractual basis for eleven months from **9-12-2021 to 8-11-2022**. The details of requirement of outsourced manpower along with terms & conditions of engagement etc. are available at the **website: [www.ppdcmeerut.com](http://www.ppdcmeerut.com)**

Interested candidates having requisite educational qualification & experience etc. may attend interview with an application with affixing a recent passport size photograph on the right top corner of the application along with self-attested Bio Data & copies of educational qualifications & working experience certificates, Aadhar Card, PAN Card (if available), Cancelled Cheque of Bank account etc. on **29<sup>th</sup> November, 2021 at 11.00 hrs.** at the Centre.

**Principal Director**

  
Principal Director,  
MSME-TDC, Meerut

No. PPDCM/9(6)/2021-2022/

Date: 15-11-2021

**ADVERTISEMENT FOR WALK-IN-INTERVIEW**

**Details of requirement of outsourced Man power to be engaged for the Centre on contractual basis for eleven months from 9-12-2021 to 8-11-2022**

Sl. No.	Designation of outsourced manpower	Essential/Desirable educational Qualification	Essential/Desirable Experience	No. of Manpower
<b>1.</b>	<b>Laboratory:</b>			
1.	Quality Manager	B.Sc./MSc	10 Year Experience in Quality Management System in laboratory	One
2.	Lab Executive	B. Tech/M.Sc./ B.Sc. /Diploma	5 years' experience in testing of Leather/ Footwear/ Garments.	Three
3.	Lab supervisor	Diploma in any discipline	3 years' experience in testing of Leather/ Footwear/ Garments.	Three
4.	Inspector	B.Sc. /M.Sc. /Diploma	3 years' experience in inspection	Two
5.	Sr. Analyst	B.Sc./ M.Sc.	3 years' experience	five
6.	Analyst	B.Sc./M.Sc.	3 years' experience	four
7.	Lab Assistant	Diploma in any discipline or equivalent	3 years' experience in lab testing.	Eight
8.	Jr. Lab Assistant	12 <sup>th</sup> or equivalent	2 Years' experience in lab testing	Four
9.	Computer operator/ Front desk operator	Intermediate or graduate with certificate in computer	Good knowledge of MS office and Internet with fast English & Hindi typing speed	Three
10.	Maintenance Assistance	ITI or equivalent	Good knowledge of machine relating works as repairing	One
11.	Lab Attendant	Intermediate	-	One
<b>2.</b>	<b>Mechanical. CAD/CAM/CNC/Stitching/Training:</b>			
1.	CNC Faculty	Degree/ Diploma or Equivalent in Mechanical Engineering with knowledge in PRO-E, Catia V-5, Unigraphics, Master CAM.	5 years' experience in programming & operation of CNC Lathe M/c, CNC Milling Machine with Fanuc/ Sinumerik/ controllers.	One

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(2)

2.	Asstt. Faculty CNC	Degree/Diploma or Equivalent in Mechanical Engineering with knowledge in PRO-E, Catia V-5, Unigraphics, Master CAM.	1 years' experience in programming & operation of CNC Lathe M/c, CNC Milling Machine with Fanuc/Sinumerik/ Controllers.	Two
3.	Software Faculty	Degree/ Diploma or equivalent in Computer Application/Software	5 years' experience in teaching various Software or Master degree in Computer with one year experience.	One
4.	CAD Faculty	Degree/ Diploma or Equivalent in Mechanical/Civil Engineering or B.Sc.	1 year experience in the field of AutoCAD/STAAD/ Solid works/ Pro-E/3DS Max/ CREO Parametric /CATIA.	Two
5.	Hardware Faculty	12 <sup>th</sup> Passed / Graduates or Higher Degree/	one year experience in the related field	One
6.	Mobilizer	12 <sup>th</sup> / Graduate any stream	1 Year experience of mobilization for skill development training Programmes	One
7.	Asst. Placement officer	Possessing MBA-HR Degree from reputed Institution	2 years of experience in the relevant field/ similar institutions/projects and preference will be given to candidates proficient in liaisons with various industries for placement	One
8.	Computer Operator	12 <sup>th</sup> /Graduate with computer knowledge in M.S. Office	one year experience in the related field with good command in computer and typing etc.	One
9.	Counselor cum Receptionist	12 <sup>th</sup> /Graduate with computer knowledge in M.S. Office	one year experience in the related field with good communication/ convincing skill	One
10.	Helper for (CAD/CAM Centre)	8 <sup>th</sup> Passed	1 year experience in the field.	One
11.	Asst. CNC Machine Operator	12 <sup>th</sup> Passed with 3 months certificate in relevant trade or ITI Passed	6 Months experience to operate CNC machines.	One

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(3)

12.	CNC Machine Operator	12 <sup>th</sup> Passed with 3 months certificate in relevant trade or ITI Passed	1 year experience to operate CNC machines.	One
13.	Skilled Worker	8th or ITI passed	ITI with 4 years' experience or 8th passed with 8 years' experience in the field of Machinist /Fitter/ Turner/ EDM/Welding/Wood Working (Sports/Non-Sports items)/CNC Wire Cut.	Two
14.	Semi-Skilled Worker	8th or ITI passed	1 year experience in the field.	One
15.	Die Fitter	8th or ITI passed	02 years' experience in plastic and rubber dies and moulds fitting	One
16.	Stitching Faculty	12 <sup>th</sup> with 2 years Diploma in related subject.	3 years' experience in Garment or Textile Sector /courses of Pattern master/ Operator Training/ Quality checking etc.	One
17.	Stitching Faculty	12 <sup>th</sup> with 2 years Diploma in related subject.	2years experience in Garment or Textile Sector /courses of Pattern master/ Operator Training/ Quality checking etc.	One
18.	Stitching Faculty	12 <sup>th</sup> Passed with 3 months certificate in relevant trade or ITI Passed.	2 years' experience in Garment or Textile Sector and courses of Pattern master/ Operator Training/ Quality checking etc.	One
<b>3.</b>	<b>Rubber/Plastic:</b>			
1.	Executive Assistant	Graduate	Knowledge of English Typing, Computer Knowledge including MS Word, Excel, Power Point, Internet and E Mail	One
2.	Faculty	PG in Chemistry	Preferred PG in Polymer and some experience in Polymer field	One
3.	Technical Executive	B.Sc./Technical Diploma	Some Technical Experience	One

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<b>4. Admn/Accounts:</b>				
1.	Marketing Executive	Graduate	Minimum One year experience in marketing of services.	Three
2.	Assistant Accountant	B. Com/ M. Com	5 Year experience in Tally software, 2 Years' experience Data of GST return preparation and MS office including 1 year experience for making payment through Public Finance Management System (PFMS) in EAT module	One
3.	Driver	Literate with valid Driving License.	Minimum One year experience as a Driver	One
4.	Peon	Literate	Minimum One year experience as Peon	One
5.	Sweeper	Literate	Minimum One year experience as Sweeper	Three
<b>5. Leather:</b>				
1.	Computer Operator	12 <sup>th</sup> /Graduate with computer knowledge in MS-Office	one year experience in the related field with good command in computer and typing etc.	One

Interested candidates having requisite educational qualification & experience etc. may attend interview with an application with affixing a recent passport size photograph on the right top corner of the application along with self-attested Bio Data & copies of educational qualifications & working experience certificates, Aadhar Card, PAN Card (if available), Cancelled Cheque of Bank account etc. on **29<sup>th</sup> November, 2021 at 11.00 hrs.** at the Centre. The terms & conditions for engagement of outsourced manpower duly certified by the undersigned are enclosed herewith.

**(Sunil Gupta)**  
**Principal Director**

**Encl: As above.**

**To**

- 1. Website, MSME-TDC, Meerut.**
- 2. Notice Board, MSME-TDC, Meerut.**

\*rg/-

**TERMS & CONDITIONS FOR ENGAGEMENT OF OUTSOURCED  
MANPOWER**

**1. PERIOD OF ENGAGEMENT:**

The engagement shall be initially on merely contractual basis for eleven months subject to submission of an Affidavit by the incumbent to be executed on a Hundred Rupees Non-Judicial Stamp Paper duly countersigned by a Notary with an application with affixing a recent passport size photograph on the right top corner of the application along with self-attested Bio Data & copies of educational qualifications & working experience certificates, Aadhar Card, PAN Card(if available), Cancelled Cheque of Bank account etc.

**2. REMUNERATION:**

The consolidated monthly wages will be paid after negotiation by the Selection Committee at the time of interview.

**3. PAYMENT:**

The payment will be made to the incumbent monthly on the basis of record of Attendance Register or Biometric attendance system within first week of next month, subject to verification of attendance by the concerned controlling authority of the Centre.

**4. TAX DEDUCTION AT SOURCE:**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS Certificate.

**5. SCOPE OF DUTIES:**

The incumbent would be required to perform any work as assigned to his/her by the concerned controlling authority of the Centre during the period of such engagement. In case of any dispute during execution of work or otherwise the decision of the competent authority shall be final and binding.

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**6. ATTENDANCE:**

The incumbent will record his/her attendance in Attendance Register manually or Biometric attendance system.

**7. LEAVE:**

Every Sunday and other Gazetted Holiday as declared by the Centre will be observed as holidays. The incumbent would be entitled to avail Casual Leave of 7 days during engagement period with prior intimation of the concerned controlling authority and approval of the competent authority of the Centre. The concerned controlling/competent authority reserves the right to turn down the request of the leave. The incumbent will not pay any remuneration in case of his/her absence beyond 7 days during engagement period.

**8. ABSENCE:**

The incumbent will not be absented from his/her duty without prior intimation of the concerned controlling authority of the Centre. The concerned controlling authority reserves the right to turn down the request of the absence.

**9. ACCOMMODATION:**

The incumbent needs to have own accommodation within the municipal limits of the Centre or nearby places. No accommodation or House Rent will be provided by the Centre. No facility for using internet/telephone at residence to incumbent will be provided by Centre.

**10. OFFICE TIME & WORKING HOURS:**

Engagement of incumbent would be of eight hours excluding half an hour lunch break on full time basis. Working hours shall be from 9.00 AM to 5.30 PM (from Monday to Saturday) during working days including half an hour lunch break in between 1.00 PM to 1.30 PM. Timings of the working hours and lunch break may be changed as per need of the requirement of work.

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**11. OVERTIME:**

In exigencies of work, the incumbent may be required to sit late and may be called before normal working hours and on Sunday & other Gazetted Holidays to complete the time bound work, for which he/she shall be allowed overtime at the rate of total days of the month. No Overtime allowance in any capacity, will be allowed to the manpower, whose wages are Rs.35,000/- or and more. No Over time will also be admissible during the tour in any capacity.

**12. TA/DA ON TOUR:**

The outsourced manpower shall be allowed ordinary TA of Bus/Rail (Sleeper Class) & local public transport for his/her travel inside the country in connection with the official work on actual basis and DA @ Rs.400/- per day & Hotel accommodation @ Rs.450/- per day subject to verification by the concerned controlling authority and approval by the competent authority of the Centre. The competent authority reserves the right to approve the TA/DA/Hotel Accommodation on tour on actual basis in exceptional cases of the Centre.

**Eligibility of payment of DA on tour:**

Eligibility	DA Payable
If absence from Centre on Tour is less than 6 hours.	30% @ Rs.400/- per day.
If absence from Centre on Tour is between 6-12 hours.	70% @ Rs.400/- per day.
If absence from Centre on Tour is above 12 hours.	100% @ Rs.400/- per day.

Absence from Centre will be reckoned from midnight to midnight and will be calculated on a per day basis. No Overtime allowance in any capacity, will be allowed during the tour.

**13. LOCAL CONVEYANCE:**

The incumbent shall be allowed Local Conveyance for his/her travel within the municipal limits of the Centre in connection with the official work on actual basis subject to verification by the concerned controlling authority and approval by the competent authority of the Centre.

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**14. CONFIDENTIALITY OF DATA AND DOCUMENTS:**

The Intellectual Property Right (IPR) of the data collected as well as the deliverables produced for the Centre shall remain with the Centre. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of the assignment of the Centre, without the express written consent of the competent authority of the Centre. The incumbent shall be bound to hand over the entire set of records of assignment to the concerned authority of the Centre before the expiry of the engagement and before the final payment is released by the competent authority of Centre.

**15. CONFLICT OF INTEREST:**

The incumbent engaged by the Centre, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Centre.

**16. TERMINATION OF ENGAGEMENT:**

The engagement is purely temporary on daily basis for the above-mentioned period subject to satisfactory performance during this period. However, if the performance goes down, committed misconduct or negligence or breach of any of the conditions herein specified, the engagement can be terminated at any time without prior notice and without benefit of any compensation & without assigning any reason(s) thereof. The decision of the competent authority of the Centre shall be final in these matters.

The competent authority of the Centre may also terminate the engagement to which these terms apply if:

- (i) The incumbent is unable to execute the assigned works by the concerned controlling authority of the Centre.
- (ii) Quality of the assigned works is not to the satisfaction of the Concerned Controlling Authority of the Centre.
- (iii) The incumbent fails in timely achievement of the milestones as finally decided by the Concerned Controlling Authority of the Centre.

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- (iv) The incumbent is found lacking in honesty and integrity.
- (v) Any information regarding qualifications & experience etc. as given in the Bio Data is found incorrect.

In case of termination of the engagement on its expiry or otherwise, the incumbent shall not be entitled to any claim for any absorption in the regular/otherwise capacity in the Centre.

If the incumbent wishes to leave the engagement with the Centre, he/she will have to give at least one month's notice to the competent authority of the Centre or deposit one month's consolidated remuneration.

**17. DAMAGE/LOSS TO THE CENTRE:**

The incumbent will be responsible for any accident, damage or mishaps to the machinery & equipments etc. installed in the Centre due to his/her negligence. Any damage or loss to the Centre by the incumbent shall be compensated by him/her.

**18. BINDINGS OF ENGAGEMENTS:**

The incumbent shall not engage himself/herself directly or indirectly in any engagement either part time or full time in any capacity whatsoever or undertake any private business during engagement hours with the Centre.

The incumbent will not participate in or encourage or support any type of protests or demonstration or strike during the period of engagement with the Centre.

The incumbent will not form or join any Union or Association which is not permitted by the competent authority of the Centre.

**19. RULES & REGULATIONS:**

The incumbent will abide by the rules and regulation decided from time to time by the competent authority of the Centre.

**20. RELAXATION:**

In exceptional cases of highly specialized requirements, the competent authority of the Centre may relax any or all the conditions enumerated above.

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