No. T-11/8/2023-IC Government of India Ministry of Micro, Small & Medium Enterprises

UdyogBhawan, New Delhi Dated 15 .03.2024

Vacancy Circular

Subject: Filling up of 4 vacancies in International Cooperation Section, Ministry of Micro, Small & Medium Enterprises (MSME)-reg.

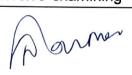
Ministry of Micro, Small & Medium Enterprises invites applications from the eligible candidates for filling up of the following vacancies purely on contract basis, in International Cooperation Section, Ministry of MSME as under:

SI.	Name of the Post	Consultant Grade -I
No.	ranie of the fost	Consultant Grade -I
1.	No. of personnel to be engaged on contract basis	One
2.	Period of engagement	The engagement in M/o MSME will be initially for a period of 1 year. The engagement can be extended up to 3 years, one year at a time, subject to satisfactory annual performance review.
3.		The consultant will be engaged for handling implementation of components of IC Scheme namely Market Development Assistance (MDA), Capacity Building for First Time Exporters (CBFTE) and Framework for International Market Intelligence Dissemination (IMID). The consultant shall examine the reimbursement claims of Industry Associations/Government Organisations pertaining to the three components of IC Scheme. He/she shall also be responsible for monitoring of the MSMEs who have participated in international trade fairs/ exhibitions/ fairs under the scheme, for at least 3 years.



4.		Educational Qualification Masters Degree in Economics/International Trade/International Relations/International Business OR 2 years PG Diploma/MBA in International Trade/International Relations/International Business Experience 03 years experience of handling matters relating to Central Sector Scheme/ international relations or related matters preferably with any Government organisation. Desirable: Knowledge of:- a. Noting/Drafting, b. International Trade c. Liasoning
5.	Remuneration	Rs. 80,000 per month
6	Age Limit (upper)	45 Years

SI.	Name of the Post	Young Professional
No.		
1.	No. of personnel to be	Three
	engaged on contract basis	
2.	Period of engagement	The engagement in M/o MSME will be initially for a
		period of 1 year. The engagement can be
		extended up to 3 years, one year at a time, subject
		to satisfactory annual performance review.
3.	Role	Following tasks are required to be carried out by
		Young Professional:
		- matters related to bilateral/multilateral
		cooperation with other countries.
		 for carrying out research related work for various
		matters, noting/drafting, arranging/preparing for
		meeting etc.
		- matters related to implementation of new
		components of IC Scheme namely, Capacity
		Building of First Time Exporters (CBFTE) which
		involve examining of claims for RCMS, Insurance



		premium for export etc matters related to Global Market Intelligence System, noting/drafting and miscellaneous work related to IC schemeResearch work and examination of other important matters.
4.	Qualification/Experience	Educational Qualification Masters Degree in Economics / International Trade / International Relations / International Business / Engineering / Management OR 2 years PG Diploma/MBA in International Business or International Relations or International Trade, OR candidates having qualification of CA/ICWA/CS
	X	Experience 01 year experience of dealing with international relations/ foreign-trade related matters/Central Sector Scheme. Desirable: Knowledge of:- a) Noting/Drafting b) International Trade
5.	Remuneration	Rs 60,000 per month
6	Age Limit (Upper)	32 Years

- 2. The terms and conditions for appointment on contract basis shall be in accordance with the guidelines laid down by Ministry of MSME vide order no. A-12011/I/2016-HR dated 29.03.2022 or subsequent guidelines issued by M/o MSME in the matter..
- 3. The Department reserves right to reject any application without assigning any reason for it and also revise Terms and Conditions of engagement of YPs/Consultants.



4. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed Proforma (Copy enclosed as Annexure-I) vide email to <u>ic.sec-msme@gov.in</u>and Copy to: <u>hk.wadhwa@nic.in</u>in super-scribed "Application for engagement as (name of the vacancy applied for) on contract basis in International Cooperation Section in Ministry of MSME" which should reach this office latest by 5.00 p.m., on 14.04.2024.

(Neelam Sharma)

Under Secretary to Government of India

To

- 1. Notice Board of Ministry of MSME
- 2. NIC for uploading this circular on the website of Ministry of MSME
- 3. Deputy Secretary (HR), Ministry of MSME

Copy to:- PPS to JS(SME), M/o MSME

Annexure-l

Proforma for applying for various vacancies in International Cooperation Section, Ministry of Micro, Small & Medium Enterprises (MSME)

Application for engagement as(name of the vacancy applied for) in International Cooperation Section, Ministry of Micro, Small & Medium Enterprises (MSME)

1.	Nam	ne in full (Block le	etters	3)										
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	supr	orting ed	lucation	al q	uali	ficati	on a	n and experience should be enclo						•	
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	copy)	
6.	Last Salary drawn(in Rs,)	
7.	PAN No. (Enclose Xerox copy)	
	Complete residential address	,
9.	Mobile Number	
1	E-mail I.D	
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1	Additional relevant information, if	
1.	any, in support of your suitability	
	for the said engagement, attach	*
	a separate sheet, if necessary.	
1	Availability	
2.	(Time required for joining)	
ŀ	(Time required for joining)	
1	Achievement (if any)(Maximum	
3.	500 words)	A STATE OF THE STA

A recent passport size photograph may be pasted at the top right corner of the application proforma.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read the Vacancy Circular and ready to accept all the term & conditions for engagement as <u>name of the vacancy</u> in International Cooperation Section, Ministry of Micro, Small & Medium Enterprises (MSME). I will produce original documents regarding qualification and experience at the time of interview.

(Signature of the Candidate)

Place:

Date: