



## MSME - TECHNOLOGY CENTRE GREATER NOIDA

Industrial Plot No 3, Ecotech VIII, Greater Noida Industrial Development Area, Gautam Buddha  
Nagar, Uttar Pradesh - 201306

(A Govt. of India Society and Autonomous Body under MSME)

MSME Technology centre is being set up at Greater Noida. The Technology Centre is a Govt. of India Society registered under societies Registration Act and is functioning as autonomous body under MSME.

Sr. No.	Name of the Post	Pay Scale Rs.	Max. Age in yrs. (As on 15/11/2022)	No. of Posts			
				GEN	SC	OBC	ST
1.	Assistant Manager (Admin & Accounts)	Rs. 56,100 - 1,77,500/- (Level - 10)	35	1	-	-	-
2.	Stores Officer	Rs. 35,400 - 1,12,400/- (Level - 06)	32	1	-	-	-
3.	Sr. Engineer (Maintenance)	Rs. 44,900 - 1,42,400/- (Level - 07)	35	1	-	-	-
4.	Sr. Technician (Maintenance)	Rs. 29,200 - 92,300/- (Level - 05)	30	1	-	-	-
5.	Manager Training (Short Term)	Rs. 67,700 - 2,08,700/- (Level - 11)	40	1	-	-	-
6.	Sr. Engineer (Training) Electronics	Rs. 44,900 - 1,42,400/- (Level - 07)	32	2	-	-	-
7.	Engineer (Marketing)	Rs. 35,400 - 1,12,400/- (Level - 06)	32	1	-	-	-

Application forms are available on web site. [www.idemi.org](http://www.idemi.org) / [msmetcgnoida.org](http://msmetcgnoida.org). ALL ABOVE POST ARE PURELY ON CONTRACT BASIS. Age relaxable upto 5 years for SC / ST / Internal Candidates & 3 years for OBC candidate.

### QUALIFICATION & EXPERIENCE

#### SR. NO. 1 - ASSISTANT MANAGER (ADMIN & ACCOUNTS)

##### **Qualification:**

**Essential:** Commerce Graduate or any Graduate with (MBA/CA/ICWA/Degree in Law) or equivalent from a recognized University / Institute.

**Desirable:** Post Graduate Degree /Diploma in PM/HRD/SAS or equivalent from recognized University/Institution.

##### **Experience:**

**Essential:** 6 years experience in General Administration / Personnel / Accounts in a reputed manufacturing / Govt. organization. Should be conversant with Govt. Rules & Regulations on the subject. Experience in Computer Application / MS Office / Accounting Software.

**Desirable:** Experience in using ERP packages/GST complaint Accounting Software.

**Age Limit:** 35 years.

#### SR. NO. 2 – STORES OFFICER

##### **Qualification:**

**Essential:** Degree in Commerce from a recognized University.

**Desirable:** Post Graduate in Commerce/ Diploma in Material Management.

##### **Experience:**

**Essential:** 3 years in inventory management in a tool room/engineering organization.

**Desirable:** Store Accounting / Computerized store accounting / cost accounting / using ERP in Tool Production/ Engineering industry.

**Age Limit:** 32 years.

### **SR. NO. 3 - SR. ENGINEER (MAINTENANCE)**

**Qualification:**

**Essential:** Degree in Engineering (Electrical/Mechanical/Electronics/Mechatronics) or equivalent from a recognized University /Institution.

**Desirable:** Post Graduate Degree (Electrical/Mechanical/Electronics) or equivalent from a recognized University / Institution.

**Experience:**

**Essential:** 3 years' Experience in maintained of CNC machine / electronics instrument of tool room / ESDM industry in Responsible position.

**Desirable:** - Knowledge of ISO: 9001/ISO: 14001.  
- TPM implementation

**Age Limit:** 35 years.

### **SR. NO. 4 - SR. TECHNICIAN (MAINTENANCE)**

**Qualification:**

**Essential:** Diploma in (Mechanical/Electronics/Electrical) with post Diploma in any engineering discipline.

**Desirable:** Certificate course in (CAD/CAM/CNC/VLSI/Embedded System/Automation/Mechatronics) from recognized Institution.

**Experience:**

**Essential:** 2 years Experience in Maintenance of CNC Machine/Electronics Instrument of Tool Room/ESDM Industry.

**Desirable:** - Knowledge of ISO 9001/ISO14001.  
- TPM implementation

**Age Limit:** 30 years.

### **SR. NO. 5 - MANAGER TRAINING (SHORT TERM)**

**Qualification:**

**Essential:** Degree in Engineering (Mechanical / Production / Mechatronics/Electronics/Electrical) or equivalent from a recognized University / Institution.

**Desirable:** Post Graduate Degree in Engg. (Technology/Tool Design/CAD/CAM/VLSI/Embedded System/ Mechatronics) from Recognized University / Institution. Documentation of recognition of AICTE/NSQF.

**Experience:**

**Essential :** 5 years experience in Training / Production in a reputed ESDM/Engineer Industry/ Tool Rooms out of which 3 years should \ be in a responsible Technical / Management position.

**Desirable:** Experience in Planning / conducting Training/ Seminars in the area of CAD/CAM/CAE/Tool & Die making/Automation/VLSI/Embedded System. Experience in modern audiovisual equipment/teaching aids in training.

**Age Limit:** 40 years.

### **SR. NO. 6 - ENGINEER (TRAINING) ELECTRONICS**

**Qualification:**

**Essential:** Degree in Engineering (Electronics/Electronics & Telecommunication/ Instrumentation/Mechatronics) or equivalent from a recognized university / Institutions)

**Desirable:** Post Graduate Degree in Engineering / Technology/PG Dip in VLSI/Embedded System) or equivalent from recognized University / Institute.

**Experience:**

**Essential:** Nil

**Desirable:** Experience in planning training / seminars in the area of CAD/CAM/CAE/Automation/ VLSI/Advanced Embedded/ Robotics or Equivalent.

**Age Limit:** 32 years.

**SR. NO.7 - ENGINEER (MARKETING)**

**Qualification:**

**Essential:** Degree in Engineering (Mechanical / Electrical / Electronics / Electronics and Telecommunication / Instrumentation/Mechatronics) or equivalent from a recognized university / Institutions.

**Desirable:** Post Graduate Degree (Mechanical / Electrical / Electronics / Electronics & Tele-communication / Instrumentation / Mechatronics /MBA) from a recognized University / Institution.

**Experience:**

**Essential:** Nill

**Desirable:** Experience in providing Technical Training/ Consultancy in Product Development or Production/Design Experience in Marketing / Sale of Engineering Product/Tools

**Age Limit:** 32 years.

**HOW TO APPLY:** The Application format is available on web site ([www.idemi.org](http://www.idemi.org) & [msmetcgnoida.org](http://msmetcgnoida.org)).

Attested photocopies of relevant certificates in respect of qualification, date of birth, etc. should be enclosed with the application. Incomplete application will be rejected. If information provided is found false at any stage the candidate will be liable for the rejection.

Person working in Govt. & Quasi Govt. or public sector undertaking should apply through proper channel with NOC copy. The envelope containing Application Form must be super scribed in bold letters e.g. as “**APPLICATION FOR THE POST OF:** (post which you wish to apply).

**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 ON OR BEFORE 15<sup>th</sup> NOVEMBER 2022 :TO THE PRINCIPAL DIRECTOR (ADDITIONAL CHARGE) INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING INSTRUMENTS, EASTERN EXPRESS HIGHWAY, OPPOSITE TO EVERARD NAGAR BUS STOP, S. T. TOPE MARG, CHUNABHATTI, SION, MUNBAI - 400 022.**