

**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:

Sl. No.	Name of the Post	<u>Consultant Grade -I</u>
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.	Role	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.	Qualification/Experience	<p><b><u>Educational Qualification</u></b>  Masters Degree in Economics/International Trade/International Relations/International Business  OR 2 years PG Diploma/MBA in International Trade/International Relations/International Business</p> <p><b><u>Experience</u></b>  03 years experience of handling matters relating to Central Sector Scheme/ international relations or related matters preferably with any Government organisation.  Desirable: Knowledge of:-</p> <p>a. Noting/Drafting,  b. International Trade  c. Liasoning</p>
5.	Remuneration	Rs. 80,000 per month
6	Age Limit (upper)	45 Years

Sl. No.	Name of the Post	<b><u>Young Professional</u></b>
1.	No. of personnel to be engaged on contract basis	Three
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	<p>Following tasks are required to be carried out by Young Professional:</p> <ul style="list-style-type: none"> <li>- matters related to bilateral/multilateral cooperation with other countries.</li> <li>- for carrying out research related work for various matters, noting/drafting, arranging/preparing for meeting etc.</li> <li>- 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</li> </ul>



		premium for export etc. - matters related to Global Market Intelligence System, noting/drafting and miscellaneous work related to IC scheme. -Research work and examination of other important matters.
4.	Qualification/Experience	<p><b><u>Educational Qualification</u></b> 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</p> <p><b><u>Experience</u></b> 01 year experience of dealing with international relations/ foreign-trade related matters/Central Sector Scheme. Desirable: Knowledge of:- a) Noting/Drafting b) International Trade</p>
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//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 [ic.sec-msme@gov.in](mailto:ic.sec-msme@gov.in) and Copy to: [hk.wadhwa@nic.in](mailto:hk.wadhwa@nic.in) 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-I**

**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. Name in full (Block letters)													
2. Educational (matriculation onwards) Qualifications(Photocopy of documents supporting educational qualification and experience should be enclosed)													
S.N o.	Qualific ation	Name of Institut ion	Period of Study		Tick the relevant			Tick the relevant			Self Declaration Whether meets the eligibility qualification requirement		
			1	2	3	4	5			6			7
			From	To	Pa rt Ti me	Ful Ti me	Correspon dence	Degr ee	Diplo ma	Certific ate	Manda tory	Desira ble	Oth er
3. Experience													
S.N o.	Complete Designation & Place of Posting	Name of the organiz ation	P ay	Period		Self declaration whether meets the experiences requirement			Nature of duties in support of the declaration				
				1	2	3	4	5	6		7		
				From	To	Yes		No					
4. Date of Birth													
5. AADHAR No (Enclose Xerox)													

	copy)	
6.	Last Salary drawn(in Rs,)	
7.	PAN No. (Enclose Xerox copy)	
8.	Complete residential address	
9.	Mobile Number	
10.	E-mail I.D	
11.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	
12.	Availability (Time required for joining)	
13.	Achievement (if any)(Maximum 500 words)	

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 name of the vacancy 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: