

2. The engagement of Young Professionals on contract basis will be subject to fulfilment of terms & conditions entailed in the guidelines of HR Section of Ministry of MSME.

3. The selected person should be available on his/her mobile/telephone and email at all times on engagement in the Ministry. He/she may be required to attend office on Saturday/Sundays and other holidays, if necessary.

4. The Office of Development Commissioner(MSME), New Delhi reserves the right to accept or reject in part or in full, all the responses without assigning any reasons whatsoever.

5. Interested persons who will be in a position to join immediately on call may submit their particulars only through email (estt-hqrs@dcmsme.gov.in) as per the prescribed proforma along with the relevant documents within 15 days of publication of this advertisement in Newspapers. Physical applications will not be entertained.



(Sanjay Kumar)

Deputy Director (Admn.)

Tel. No.- 011-23061430

Email id- [estt-hqrs@dcmsme.gov.in](mailto:estt-hqrs@dcmsme.gov.in)

**Proforma for sending application for Young professionals:**

Sl. No.	Item	Details
1.	Name	
2.	Father's name	
3.	Mother's name	
4.	Date of Birth/ Age	(Supporting document to be attached)
5.	Gender	
6.	Educational Qualification	(Supporting document to be attached)
7.	Details of Experience	(Supporting document to be attached)
8.	Last Pay Drawn	(Supporting document to be attached)
9.	Resume	

Instructions for sending application on email (estt-hqrs@dcmsme.gov.in):-

- The above Proforma will be the body of the email.
- All the relevant documents/certificates in support of the details in proforma may be attached with the email as a single pdf with file name: 'additional documents-candidates name' (single pdf should not be more than 10 Mb in size)
- The resume should be submitted as pdf with file name as 'Resume- candidates name'. (file size should not be more than 2 Mb).
- Last date for submission of application is within 15 days from publication of this advertisement in Newspaper.