

VACANCY NOTIFICATION

1.	Name of the Organization:	Ministry of Micro, Small & Medium Enterprises.
2.	Level of Post	Group 'C' Non-Gazetted
3.	Name of the post:	Upper Division Clerk
4.	No. of Vacancies.	UR-25, OBC-16, SC-04, ST-05, EWS-05
5.	Age Criteria	As per Government Norms
6.	Detailed notification attached below for more information.	
7.	Last Date	21 Apr 2025

Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.

Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.

PROFORMA

(for asking Non-Availability certificate)

1	(a) Name of the Organization/Office. (b) Ministry/Department to which attached.	Office of the Development Commissioner (MSME) Ministry of Micro Small and Medium Enterprises
2	Complete postal address of the Organization & Head Office	O/o The Development Commissioner (MSME), 'A' Wing, 7 th floor, Nirman Bhawan, Maulana Azad Road, New Delhi-110011.
3	Details of the post	
	(a) Designation	Upper Division Clerk
	(b) Cadre & Classification of post (i.e. Whether Central Civil Service post/ Gazetted or Non-Gazetted, etc.	Group "C" Non-Gazetted, Ministerial
	(c) Name & Address of Cadre controlling authority of the post	Office of Development Commissioner (MSME), A wing, 7 th floor, Nirman Bhawan, Maulana Azad Road, New Delhi-110011.
	(d) Pay Band/Grade Pay	Level-4 (Rs. 25500-81100/-) as per 7 th CPC(revised)
	(e) Mode of Recruitment: Ad hoc/Promotion/ Direct recruitment/Deputation etc	(i) 50% by direct recruitment; (ii) 40% by promotion failing which by deputation; and (iii) 10% by Limited Departmental Competitive Examination (LDCE).
	(f) The post is Temporary or Permanent	Permanent
4	Brief description of the job requirement and nature of duties of the post.	<ol style="list-style-type: none"> 1. Responsible for proper maintenance of the Service Book and personal files of the officials dealt in the establishment. 2. To maintain the establishment register and other valuable record registers. 3. Processing of Qualifying Service Certificate cases. 4. Processing of Budget Matters/Maintaining of Budget register. 5. Processing of Central Govt. Employees Advances cases etc. 6. Processing of Superannuation/Death, Pensionary benefits cases. 7. Maintenance of CGEGIS Accounts. 8. Processing of outstanding payment cases. 9. Calculation of Income Tax and processing of Form No.16 entries. 10. Maintenance of account of C.G.E.G.I Scheme. 11. Processing of LTC Claims. 12. Preparing reply of Legal Cases/ RTI cases 13. Correspondence on audit para. 14. Data Entry and Respective Correspondence work. 15. Work related to Recruitment etc. 16. Any other work assigned by the superior authority
5	Details of Vacancies	
	(Place (State) of initial posting* for each vacancy.	Attached at Annexure-I

[Signature]
Pratima Katiyar
 Joint Director (Admin/HO)
 Ministry of Micro, Small & Medium Enterprises
 Office of the Development Commissioner (MSME)
 Maulana Azad Road, New Delhi-110011