



**MSME-TECHNOLOGY DEVELOPMENT CENTRE,
(Process cum Product Development Centre)
Ministry of Micro, Small & Medium Enterprises, Govt. of India Society,
Sports Goods Complex, Delhi Road,
Meerut - 250 002(U.P.)**

Telephone: 0121-2404991

E-Mail: tcmeerut@dcmsme.gov.in, info@ppdcmeerut.com

Web Site: www.ppdcmeerut.com

Employment Opportunity

**REQUIRES
ACCOUNTANT**

MSME-Technology Development Centre (Process cum Product Development Centre) (PPDC), Meerut is an autonomous body under Ministry of MSME, Government of India. The main objective of the institute is to undertake Testing, Research and Development works for technological upgradation in the sports goods industries. The centre also provides common facility services and consultancy apart from conducting technical training courses on sports goods and allied fields.

Applications are invited from the citizens of India for the above post, proposed to be filled up at MSME-Technology Development Centre (Process cum Product Development Centre) (PPDC), Meerut on contract basis for 5 years initially with further extension, based on the review of performance till the age of superannuation. The details are as under:

1.	Name of Post:	Accountant
2.	No. of Post:	One
3.	Scale of Pay	Level-6 as per 7 th Central Pay Commission of Govt. of India.
4.	Other Benefits	This post besides Basic pay, carries allowances as per Government of India Rules.
5.	Classification:	Group B equivalent
6.	Age limit for Direct Recruitment	Not exceeding 35 years as on the date of advertisement. (Relax able by 5 years for Internal/SC/ST candidates, 3 years for OBC candidates and for PH/Ex-serviceman as per Govt. of India Rules).
7.	Educational Qualification for Direct Recruitment:	
	(a) Essential:	Degree in Commerce/Financial Management.
	(b) Desirable:	Post Graduate Degree/Diploma in Business Management/ICWA/CA.
8.	Experience for Direct Recruitment:	
	(a) Essential:	5 years in-line experience of accounting, budgeting, taxation etc. in a reputed organisation.
	(b) Desirable:	Experience in computerized accounting/inventory management through relevant software such as tally etc.
9.	Probation:	Two Years.

How to apply: Application as per the Proforma given in detailed advertisement on Website www.ppdcmeerut.com, completed in all respects, should reach to the following address by Speed Post/Registered Post only in a sealed cover super scribing "Application for the post of Accountant" by closing date 11th July, 2022(Monday) up to 5.00 hrs.

A NON-REFUNDABLE AMOUNT OF RS. 250/- IN CASE OF GENERAL CANDIDATES AND RS. 125/- IN CASE OF CANDIDATES BELONGING TO SC/ST/PH/EX-SERVICEMAN CATEGORIES SHOULD BE PAID ALONGWITH THE APPLICATION THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF "THE PRINCIPAL DIRECTOR, PPDC, MEERUT." PAYABLE AT MEERUT.

Principal Director
MSME-TECHNOLOGY DEVELOPMENT CENTRE,
Sports Goods Complex, Delhi Road,
Meerut - 250 002(U.P.)

Principal Director,
MSME-TDC, Meerut

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APPLICATION FOR THE POST OF ACCOUNTANT

1. NAME OF THE APPLICANT IN FULL:
(IN CAPITAL LETTERS)

2. E-MAIL ADDRESS:

3. CONTACT NO./MOBILE NO.:

4. FATHER'S/HUSBAND'S NAME:

5. (I) DATE OF BIRTH:
(II) AGE AS ON THE DATE OF ADVERTISEMENT:
_____YEARS_____MONTHS_____DAYS

6. PERMANENT ADDRESS:

7. ADDRESS FOR COMMUNICATION:
(WITH TELEPHONE NO.)

8. WHETHER BELONGS TO SC/ST/OBC/PH/EX-SERVICEMAN ETC.:
(Certificate to be enclosed)

9. EDUCATIONAL QUALIFICATION:
(A) ESSENTIAL:

SL. NO.	NAME OF EXAMINATION PASSED	BOARD/ UNIVERSITY	YEAR OF PASSING	SUBJECTS	PERCENTAGE/ DIVISON


Principal Director,
MSME-TDC, Meerut

Contd....(2).....

PLEASE AFFIX

PHOTOGRAPH

(2)

(B) DESIRABLE:

SL. NO.	NAME OF EXAMINATION PASSED	BOARD/ UNIVERSITY	YEAR OF PASSING	SUBJECTS	PERCENTAGE/ DIVISION

10. ESSENTIAL EXPERIENCE: _____ YEARS _____ MONTHS _____ DAYS

NAME OF ORGANISATION	POST HELD	DURATION		NATURE OF DUTIES	SALARY DRAWN (Rs.)
		FROM	TO		

11. ANY OTHER INFORMATION:

12. LIST OF ENCLOSURES:

- (1)
- (2)
- (3)
- (4)
- (5)

DECLARATION

I SOLEMNLY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE & BELIEF AND NOTHING HAS BEEN CONCEALED.

DATE:

PLACE:

SIGNATURE OF THE CANDIDATE


Principal Director,
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GENERAL INSTRUCTIONS:

- (1) PLEASE NOTE THAT INITIAL POSTING MAY BE AT MEERUT (U.P.) WITH LIABILITY TO SERVE ANY WHERE IN INDIA.
- (2) PLEASE NOTE THAT INITIAL PAY ALONG WITH OTHER ALLOWANCES AS PER 7TH CENTRAL PAY COMMISSION OF GOVT. OF INDIA AT THE TIME OF JOINING WILL BE AS PER FOLLOWING DETAILS:
(Basic Pay: Rs.35,400/-+D. A @ 34% on Basic Pay: Rs. 12,036/-+E.P.S.: Rs.1,800/-+ Transport Allowance: Rs.1,800/-+D. A @ 34% on Transport Allowance: Rs.612/-+ H.R.A @ Rs.18%: Rs.6,372/-= Total= Rs. 58,020/- per month).
- (3) PLEASE ENCLOSE SELF ATTESTED COPIES OF CERTIFICATES/TESTAMONIALS IN SUPPORT OF ESSENTIAL/DESIREABLE QUALIFICATION AND EXPERIENCE, DATE OF BIRTH, CASTE, AADHAR CARD, PAN CARD, BANK ACCOUNT PASS BOOK, ADDRESS PROOF ETC.
- (3) ATTACH ONE PASSPORT SIZE PHOTOGRAPH ALONGWITH APPLICATION AND ONE PHOTOGRAPH SHOULD BE PASTED ON THE LEFT-HAND SIDE TOP CORNER OF THE APPLICATION.
- (4) CANDIDATES WORKING IN GOVT./P.S.U./AUTONOMOUS ORGANISATIONS SHOULD SUBMIT THEIR APPLICATION THROUGH PROPER CANNEL WITH AN ADVANCE COPY TO THIS CENTRE. HOWEVER, THEY WILL BE ALLOWED TO ATTEND TEST/INTERVIEW ON PRODUCTION OF NO OBJECTION CERTIFICATE FROM THEIR PRESENT EMPLOYER.
- (5) APPLICATION COMPLETED IN ALL RESPECT SHOULD BE SENT TO THE PRINCIPAL DIRECTOR, PROCESS CUM PRODUCT DEVELOPMENT CENTRE, SPORTS GOODS COMPLEX, DELHI ROAD, MEERUT-250 002 BY REGISTERED/SPEED POST ONLY SO AS TO REACH ON OR BEFORE PRESCRIBED CLOSING DATE. NO BY HAND APPLICATION WILL BE RECEIVED.
- (6) APPLICATIONS RECEIVED WITHOUT PRESCRIBED FORMAT OR AFTER CLOSING DATE OR WITHOUT REQUIRED ENCLOSURES OR INCOMPLETE OTHERWISE WILL BE REJECTED SUMMARILY AND NO CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.
- (7) PLEASE ALSO NOTE THAT IN CASE ANY INFORMATION FURNISHED IN THE APPLICATION IS FOUND FALSE AT ANY STAGE, THE CANDIDATURE WILL BE REJECTED IMMEDIATELY.
- (8) THE CUT OFF DATE FOR DETERMINING THE AGE, QUALIFICATIONS & EXPERIENCE WILL BE DATE OF ADVERTISEMENT.
- (9) NO INTERIM QUERIES WILL BE ATTENDED TO.
- (10) CANVASING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE.


Principal Director,
MSME-TDC, Meerut