

DEPARTMENT OF INDUSTRIES, U.T. CHANDIGARH

(Plot No-39, Industrial Area Phase-II, Chandigarh)

Phone No. 01722679007 Email: dimsmeutchd@gmail.com

Memo No. DIC/PIU/2024/4733

Dated:16.09.2024

Terms of Reference (ToR) for the engagement of manpower resources in the Policy Implementation Unit at the Department of Industries, U.T. Chandigarh

For establishing the Policy Implementation Unit (PIU) in the Department of Industries, U.T. Chandigarh, two (02) manpower resources are to be engaged for filling the following vacancies on a contractual basis initially for 24 months. The contract may be extended depending on the department's requirements. The requisite minimum qualification of manpower resources is as follows:

Category No.	Post Name	No. of vacancies	Broad Role & Responsibilities	Essential Qualifications	
				Educational Qualification	Experience
1.	Industrial Advisor cum Team Leader (IATL)	01	<ul style="list-style-type: none">•Lead Policy/Project Implementation Unit at Department of Industries, U.T. Chandigarh•Overall management of all schemes and programmes being implemented by Department of Industries, U.T. Chandigarh•Guide and lead the development of Industries in U.T. Chandigarh•Analysis of all schemes of the Government of India and preparation of Industrial plans dovetailed with Government of India schemes	Masters in Science and Technology/ Engineering/ Economics/ Business Administration/ CFA or equivalent on a full-time basis preferably from accredited university with at least 55% marks	<p>Having experience of at least 7+ years in the following fields:</p> <ul style="list-style-type: none">•Advising Industries on matters pertaining to Private Sector Development, Investment Promotion and Regulatory Simplification, Industrial Infrastructure augmentation, Understanding & Implementing Central Policies etc.•Demonstrated experience in working with Central/State Governments/ Public agencies in managing development/implementations projects in

			<ul style="list-style-type: none"> • Drive pipeline and deliver strategic presentations to key internal decision-makers • Research and benchmarking of policies/plans implemented by other Indian states • Develop departmental strategic plans and operationalize goals 		<p>MSME domain</p> <ul style="list-style-type: none"> • Preferred experience in managing and leading Govt. Programmes and Schemes • Distinguished experience in operational execution • Good analytical skills and expertise in managing communication with external and internal stakeholders
2.	Consultant Technology	01	<ul style="list-style-type: none"> • Assess IT Needs and Requirements and assess gaps/challenges • Provide Technology Advice and Guidance • Development of portals, services, or any such project as per requirement • Integrate New Technology and Solutions. • Work with National Information Centre (NIC) for all software/IT development projects • Suggest digital solutions for process re-engineering and its monitoring. • Coordinate with Departments & System integrator(s) • Implementation of schemes/projects being implemented by 	BTech/ MTech in Computer Science, Software Engineering, ITeS, MCA from a reputed institute with at least 55%	<p>Having experience of 4+ years in following:</p> <ul style="list-style-type: none"> • Performing analysis on hardware, software and network capabilities. • Prior experience of backend and frontend programming • Improving system efficiency by consulting with end-users and providing innovative solutions. • Analyzing and improving the performance of web-based portals. • Resolving logged errors, as well as ensuring system security and encryption. • Documenting processes and monitoring system performance metrics. • Implementing the latest technological advancements and solutions. • Performing diagnostic tests and

			Department of Industries •Manage all technology driver interventions across all projects being executed by Department of Industries, U.T. Chandigarh		troubleshooting •Database management •Prior experience of working in development of web portals/interface for Govt projects/schemes shall is desired
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Remuneration: In order to hire the best candidates of high calibre and good experience and keeping in view the industry standards, the following remuneration is proposed for the manpower resources to be engaged:

1. Industrial Advisor cum Team Leader ₹1,50,000/- p.m.
2. Consultant (Technology) ₹1,00,000/- p.m.

Mode of Recruitment: The requisite manpower shall be engaged by inviting applications through public advertisement in newspapers and the official website of the Chandigarh Administration. The selection of candidates would be based on the following process:

1. Inviting applications by eligible candidates in the prescribed application format along with self-attested documents via email or by hand.
2. Screening of the applications submitted for the above posts within the mentioned timeline. Applications submitted after the timeline shall not be accepted for participation in the selection procedure.
3. Eligible applicants may be contacted by the Department to provide necessary documents for completion of the application screening process. The candidates shall submit the additional documents within the stipulated timeline as intimated by the department.
4. Issuance of admit cards to eligible candidates' basis of the application screening process.
5. Conduct the written examination
6. Shortlisting of the candidates based on the merit order and issuing interview notices to respective candidates.
7. Conducting interviews with the candidates. The interview shall be conducted by an inter-department Selection Committee duly constituted by the approval of the Competent Authority.
8. Final selection and shortlisting of the candidate based on the merit of the combined score of the written test and interview.
9. Declaration of the results on the Chandigarh Administration website and by means of a letter to the selected candidates.

How to Apply: The eligible candidates may apply by submitting the application form filled with relevant information as requested along with self-attested documentation as mentioned in the form.

The application may be submitted to the department via email: dimsmeutchd@gmail.com. The applicants may also submit their applications directly to the office at District Industries Centre, Department of Industries, Plot no 39, Industrial Area Phase 2, U.T. Chandigarh.

Terms of Engagement:

1. The appointment of selected candidates will be purely on a contract basis initially for 24 months, the contract may be extended depending on the department's requirements and the satisfactory performance of the candidate.
2. The Broad Roles and Responsibilities mentioned above are indicative. The Department of Industries, U.T. Chandigarh shall hold the authority to assign any work/ project beyond the scope of roles and responsibilities as mentioned above.
3. If the selected candidate (employee) wishes to terminate their period of service/contract with the Department of Industries, U.T. Chandigarh before the completion of the Bond Period (i.e. 24 months from the date of joining), the selected candidate (employee) shall provide the Department with a minimum notice period of one month and shall also pay an amount equal to their respective remuneration of 02 months to the Department. The mentioned clause shall apply to the recruited candidate post their joining.
4. The applicants are to submit the applications for the vacant positions i.e. Industrial Advisor cum Team Leader (IATL) and Consultant Technology strictly on or before **17.10.2024 by 5:00 PM**. Any applications submitted after the timeline shall not be considered for the selection process.
5. The applicants are to submit their respective applications as per the prescribed application form enclosed as **Annexure 'A'**
6. No TA/DA is admissible for any stage in the selection process for the above-mentioned posts.
7. The Department of Industries, U.T. Chandigarh shall reserve the right to extend the timeline, change the requisite eligibility criteria or cancel the appointment of resources at their discretion as directed by the Competent Authority without any prior notice.

Application Form

Vacant Position Name: _____

Name of the Applicant: _____

Fathers Name: _____

Date of Birth: _____

Gender: _____

Signature:

Permanent Address: _____

Correspondence Address: _____

Email id: _____

Mobile no: _____

Educational Qualification:

Qualification	Institute/University	Year of Completion	Marks Obtained	Percentage

Note: In case of equivalent qualification, the candidate is required to submit an equivalency document as evidence stating the same.

Work Experience:

Organization	From	To	Designation	Location	Work profile or job responsibilities

Documents to be attached **post-self-attestation**:

1. Resume
2. Certificates/Degree/Marksheet of mentioned qualifications
3. Equivalency document (if any)
4. Experience certificates for the mentioned work experience

Certification:

It is certified that the information given above regarding my educational qualification and work experience is correct to the best of my knowledge and belief.

Date

Signature