

DEPARTMENT OF INDUSTRIES, U.T. CHANDIGARH

(Plot No-39, Industrial Area Phase-II, Chandigarh)
Phone No. 01722679007 Email: dimsmeutchd@gmail.com

Memo No. DIC/MSEFC/2025/ 8620

Dated:24.09.2025

Terms of Reference (ToR) for the engagement of Human resource (Office/Secretarial) under MSE-ODR Scheme to be part of Micro & Small Enterprises Facilitation Council (MSEFC) at Department of Industries, U.T. Chandigarh.

For the smooth functioning of the MSEFCs, especially the ODR (Online Dispute Redressal) portal, for delayed payments references of MSEs (Micro and Small Enterprises) Government of India, Ministry of MSME, RAMP Division under the MSE-ODR scheme make provisions for recruitment of Human Resource (One Secretarial Staff) to assist the Council in its day-to-day operations and to also hand hold MSEs in filing cases. The resource is to be engaged for filling the following vacancy on a contractual basis from date of joining to March, 2027 or till any further extension as received by M/o MSME, GoI. The requisite minimum qualification of manpower resource is as follows:

Cate gory no.	Post Name	No. of vacan cies	Max Age Limit	Roles & responsibilities	Essential Qualifications	
1.	HR(Office/ Secreterial) @40,000 p.m.	01	40	<ul style="list-style-type: none">• To assist MSEFC in day to day working of the council• To assist the parties in filling their delayed payment cases on the ODR portal.• Data Entry of old and current delayed payment cases on the ODR portal.• Maintenance of documents files and other relevant information of the MSEFC.• Assisting MSEFC and MSEs in ODR portal related issues.• Any other work assigned from time to time.	Educational Qualifications	Experience
					Graduate in any discipline from a recognized University/ Board.	<ul style="list-style-type: none">• 2 years' experience in handling Data Entry.• Experience of computer skills internet, web surfing including data processing and interpretation using Excel Software.

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 submission of physical copy to the department.

2. Screening of the applications submitted within the mentioned deadline for the above post. Applications submitted after the deadline shall not be accepted for participation in the selection procedure.
3. Eligible applicants shall be contacted by the Department for conducting an in - person assessment test followed by interviews with the candidates. The interview shall be conducted by an inter-department Selection Committee duly constituted by the approval of the Competent Authority.
4. Eligible candidates shall be evaluated as follows:

Criteria for evaluation	Total Marks
Computer test to evaluate proficiency in the following (i) Typing -10 marks Minimum speed of 30 w.p.m in English (ii) MS Excel Proficiency (Spreadsheets) – 20 Marks	30
Interview (i) Communication – 05 marks (ii) Problem Solving approach – 05 marks (iii) Confidence & suitability – 10 marks	20
Total Marks	50 Marks

5. The selected candidate shall be informed by means of an appointment letter by the department.

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 from the date of joining to March,2027 or till any further extension as received by M/o MSME, GoI.
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 contract period (i.e. before March,2027).
4. The selected candidate (employee) after acceptance of appointment letter and thereby joining the department shall be liable to provide the Department with a minimum notice period of one month or equitable salary in case of resignation from the above position. The mentioned clause shall apply to the recruited candidate post their joining.

4. **The applicants are to submit the applications for the vacant position i.e. HR (Office/ Secretarial) strictly on or before 08.10.2025.** 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 procedure of selection or cancel the appointment of resources at their discretion as directed by the Competent Authority without any prior notice.

Sd/-

Director Industries-cum-Chairman, MSEFC
U.T. Chandigarh

List of documents to be attached as Annexures post self-attestation:

1. Resume
2. Certificates/Degree/Marksheet of mentioned qualifications
3. Equivalency document (if any)
4. Experience Certificates for the mentioned organisation or Appointment letter and Relieving Certificate for the mentioned organisations
5. Metric Certificate/ Birth Certificate/ Govt Issued IDs such as Aadhar Card or Passport or Voter ID or Driving License as Proof of Age

Certification:

It is certified that the information presented above is correct to the best of my knowledge and belief.

Date

Signature