



**Institute for Design of Electrical Measuring Instruments, Mumbai - 22**  
(Govt. of India Society under Ministry of MSME)  
Eastern Express Highway, Chunabhatti, Sion P.O., Mumbai- 400 022



Institute for Design of Electrical Measuring instruments (MSME-TC), Mumbai is a Government of India Society, a renowned Institute to provide services to Micro, Small & Medium Enterprises in the field of Design & Development, Calibration & Testing of Mechanical, Electrical, Electronic & Process Control Instruments / Equipments / Products / Appliances etc. Institute also undertakes Design & Manufacture of high quality tools and machining of precision components. Institute also conducts Training Programmes in Electrical, Electronics Mechanical & Information Technology fields.

Institute for Design of Electrical Measuring instruments (MSME-TC), Mumbai invites application from dynamic, result oriented persons in the respective fields for filling up the following posts on contract basis.

Sr. No	Name of the Post	Revised Pay Scale* Rs.	Max. age in yrs. (As on 01.07.2019)	No. of Posts					
				GEN	SC	OBC	ST	EWS	Total
1	Accountant	Rs.35,400-1,12,400/- PML-06,Index-01	30 yrs	1	0	0	0	0	1
2	Senior Technical Assistant	Rs.35,400-1,12,400/- PML-06,Index-01	30 yrs	3	0	1	1	1	6
3	Senior Stenographer	Rs.35,400-1,12,400/- PML-06,Index-01	35 yrs	1	0	0	0	0	1
4	Junior Technical Assistant	Rs.29,200-92,300/- PML-5,Index-01	30 yrs	0	0	0	1	1	2
5	Senior Draftsman	Rs.29,200-92,300/- PML-5,Index-01	30 yrs	2	0	0	0	0	2
6	Junior Hindi Translator	Rs.29,200-92,300/- PML-5,Index-01	30 yrs	1	0	0	0	0	1
7	Stenographer	Rs.25,500-81,100/- PML-4,Index-01	30 yrs	2	0	0	0	0	2
8	Upper Division clerk	Rs.25,500-81,100/- PML-4,Index-01	30 yrs	0	0	1	0	0	1
9	Technician	Rs.25,500-81,100/- PML-4,Index-01	30 yrs	3	0	1	0	1	5
10	Lower Division Clerk	Rs.19,900-63,200/- PML-2,Index-01	30 yrs	1	0	0	0	0	1
11	Duplicate Machine Operator	Rs.19,900-63,200/- PML-2,Index-01	30 yrs	1	0	0	0	0	1
12	Jr. Technician	Rs.19,900-63,200/- PML-2,Index-01	30 yrs	0	0	0	0	2	2

Age Limit: Relaxable up-to 5 yrs. for SC/ST/ Internal candidates and 3yrs. for OBC candidates. Reservation in post for PH Candidates as per Govt. rules.

**QUALIFICATION & EXPERIENCE :**

**Sr. No. 1 – Accountant**

**Qualification: Essential** : Graduate in Commerce from a recognized University/ Institution.

**Desirable** : Intermediate Examination of CA /ICWA/SAS Exam/M. Com/MBA (Finance)

**Experience: Essential** : 8 years in handling accounts in a reputed firm /institution with exposure to computer.

**Desirable** : Experience of computerized Accounting System.

**Sr. No .2 – Senior Technical Assistant**

**Qualification: Essential** : Degree /Diploma in Electrical /Electronics/ Mechanical /Instrumentation /Communication Engineering /Computer Engineering /Tool Design or equivalent from a recognized University/Institution.

**Desirable** : Post Graduate Diploma in Engineering/ Tool Design/Production / CAD/CAM or equivalent from recognized University/Institution.

**Experience: Essential** : ‘Nil’ for Degree holders and 3 years for Diploma Holders in Tool Room / recognized Technical Training Institution.

**Desirable** : Practical experience in Electrical /Electronics /Instrumentation/ operating machines in tool production involving CAD/CAM/CNC.

### Sr. No. 3 – Senior Stenographer

**Qualification: Essential** : Degree in Arts / Commerce/Science or equivalent qualification from a recognized University /Institution should have a speed of 120 and 50 w.p.m. in shorthand and Typewriting respectively. Knowledge in computer applications.

**Desirable** : Knowledge in English, Hindi & Local Language.

**Experience: Essential** : ‘6 years as Stenographer /PA in reputed organization

**Desirable** : Experience of Computer working.

### Sr. No. 4 – Junior Technical Assistant

**Qualification: Essential** : Diploma in Electrical / Electronics/ communication Engineering/Instrumentation/Mechanical Engineering/ Tool Design or equivalent from a recognized University / Institution.

**Desirable** : Training in CAD/CAM/CNC

**Experience: Essential** : One year experience in the relevant trade.

**Desirable** : Knowledge of operation of Computers.

### Sr. No. 5 – Senior Draftsman

**Qualification: Essential** : Diploma in Mechanical Engineering/ Tool Design or equivalent from a recognized University / Institution.

**Desirable** : ITI Draughtsmanship Course.

**Experience: Essential** : 4 years as Tool Design Draughtsman in a reputed firm/organization.

**Desirable** : Working experience of CAD.

### Sr. No. 6 – Junior Hindi Translator

**Qualification: Essential** : Degree in Arts/Science/Commerce or equivalent qualification from a recognized University/Institution with English as one of the subject.

**Desirable** : -----

**Experience : Essential** : 2 years in translation work from Hindi to English and vice versa in a reputed organization.

**Desirable** : Working knowledge of computers.

### Sr. No. 7 – Stenographer

**Qualification: Essential** : Degree in Arts / Commerce/Science or equivalent qualification from a recognized University /Institution with knowledge of shorthand and typewriting at a speed of 100 and 40 w.p.m. respectively

**Desirable** : ---

**Experience: Essential** : 4 years as Stenographer-typist in reputed organization.

**Desirable** : Knowledge of working in Computer.

### Sr. No. 8 – Upper Division Clerk

**Qualification: Essential** : Degree in Arts/Science/Commerce from a recognized University/Institution with possessing certificate in Typing (Lower).

**Desirable** : Diploma in office procedures & secretarial work. Knowledge of operation of computers.

**Experience: Essential** : 4 years experience in Accounts/ Purchase/ Establishment in a reputed organization. Experience of PF, ESI accounts/ Stores, Factory Act, etc.

**Desirable** : ----

### Sr. No. 9 – Technician

**Qualification: Essential** : ITI Certificate in Machinist /Turner/Fitter /Electrician /Electronics /Miller Right Fitter /Tool Room Certificate course (2 years) from SIDO Tool room or from a recognized Institute or equivalent (exact trade shall be notified at the time of recruitment by the Appointing Authority)

**Desirable** : Training in CAD/CAM/CNC

**Experience : Essential** : 5 years experience in operation of machines and equipment of a Tool Room or fitting /assembly of tools /heat treatment, - OR-

5 years experience in maintenance in a Tool Room or precision engineering workshop preferably in maintenance of CNC machines, - OR-

5 years experience in Electrical maintenance including maintenance of CNC machines and CAD/CAM equipment.

**Desirable** : Practical experience in working with CNC machines and CAD/CAM equipment and their maintenance.

### Sr. No. 10 – Lower Division Clerk

**Qualification: Essential** : Degree in Arts / Commerce/Science from a recognized University /Institution or equivalent with English typing speed 30 w.p.m.

**Desirable** : Knowledge of operation of computer.

**Experience: Essential** : 3 years experience in Accounts /Store/Administration in reputed organization.

**Desirable** : ----

### Sr. No. 11 – Duplicate Machine Operator

**Qualification : Essential** : Matriculation or equivalent from a recognized Board / Institution

**Desirable** : Knowledge of operation of Duplicating Machine.

**Experience: Essential** : 4 years in ammonia printing /Cyclostyling /photo-copying.

**Desirable** : ----

### Sr. No. 12 – Junior Technician

**Qualification : Essential** : ITI Certificate in Machinist/ Turner/Fitter / Electrician /Electronics/Miller Right Fitter/Tool Room Certificate Course (2 years) from SIDO Tool Room or from the recognized Institute or equivalent (exact trade shall be notified at the time of recruitment by the Appointing Authority)

**Desirable** : Training in CAD/CAM/CNC

**Experience : Essential** : One year experience in the related trade

**Desirable:** ----

**PERK & ALLOWANCES** : These posts besides pay scale carry attractive fringe benefits such as Dearness Allowance facility, House Rent Allowance, Transport Allowance, LTC, CPF, Gratuity, Medical Allowance facility etc. Higher star in salary can be considered for exceptionally meritorious, qualified and experienced candidates.

**HOW TO APPLY** : Forms are available on web site ([www.idemi.org](http://www.idemi.org)) indicating post applied for, full name, postal address (Permanent & Present), date of birth and age, whether SC/ST/OBC, educational, technical & professional qualifications (both essential and desirable), experience details (in years & month), name & address of present & past organization, post held, nature of duties, salary drawn, with recent passport photograph.

Attested photocopies of relevant certificates in respect of date birth, qualification, caste, work experience etc. should be enclosed with the application. The candidates belonging to OBC category must enclosed the copy of the certificate from the competent authority certifying that he does not belong to creamy layer category. Candidates of EWS category should produce certificate of economically backward (if available). Incomplete application will be rejected. If information provided is found false at any stage the candidate will liable for the rejection.

Candidates apply for more than 1 post should apply separately. Person working in Govt. & Quasi Govt. or public sector undertaking should apply through proper channel with NOC copy. The envelope containing Application Form must be super scribed in bold letters as "APPLICATION FOR THE POST OF: \_\_\_\_\_". To & fro rail / bus fare will be reimbursed on production of proof to candidates attending the interview as per rule (if admissible).

MANAGEMENT RESERVES THE RIGHT TO ALTER THE ELIGIBILITY STANDARDS. MORE FULFILMENT OF THE ELIGIBILITY NORMS WILL NOT ENTITLE A CANDIDATE TO BE CALLED FOR INTERVIEW AND THE DECISION OF THE MANAGEMENT IN THIS REGARDS SHALL BE FINAL & BINDING.

APPLICATION MUST REACH ON OR BEFORE 03<sup>rd</sup> September, 2019 TO: THE MANAGING DIRECTOR, INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING INSTRUMENTS, EASTERN EXPRESS HIGHWAY, CHUNABHATTI, SION P.O., MUNBAI - 400 022.

Application to be filled in prescribed proforma along with required DD of Rs. 500/- for General and OBC category. For EWS, SC and ST category is required send DD of Rs. 250/- along with application. DD should be drawn in favour of "IDEMI MUMBAI".