MAHATMA GANDHI INSTITUTE FOR RURAL INDUSTRIALISATION
(A National Institute under Ministry of MSME, Govt. of India)

महात्मा गाँधी ग्रामीण औद्योगीकरण संस्थान
Mahatma Gandhi Institute For Rural Industrialization
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Mahatma Gandhi Institute for Rural Industrialization (MGIRI), a national-level Institute under the administrative control of the Ministry of Micro, Small, and Medium Enterprises, is located at Wardha, Maharashtra. To accelerate further growth and transformation challenges, MGIRI invites applications for Direct Recruitment from the eligible candidates for filling up the vacancy to the one post of '**Senior Scientific Officer**' in the pay scale of Pay Band 3, Rs. 15,600-39100/-, Level 11 (as per 7th CPC).

1. **DETAILS OF VACANCY**

Sr No	Category of the Post	Number of Vacancies
		UR
General Central Service Group 'A' Non–Ministerial		
01	Senior Scientific Officer, Management & System	01

2. **CATEGORY OF POST & ELIGIBILITY CRITERIA**: -

2.1 Senior Scientific Officer (Management & System) Group 'A' post, (Pay Band 3, Rs 15,600 -39100/- Pay Matrix Level- 11 - Minimum Basic Pay Rs. 67,700 plus other Allowances as applicable).

Sl. No.	Name of the Post	No of Post	Minimum Educational Qualification
2.2.1	Senior Scientific Officer, (Management & System)	01	Essential qualification: - Master's Degree in Computer Science/ Computer Application /Information Technology/ Artificial Intelligence/ Computer Engineering/Data Science/ Internet of Things/ MBA or Master's in Management in all disciplines OR Equivalent Qualification.

2.2.2 : **Experience:**
05 years of experience in the relevant field for candidates holding master's degree.

2.1.3: **Duties and responsibilities:**
To formulate project proposals, to carry out the projects, to interact with KVIC and other Govt., agencies, NGOs, and rural clusters to carry out the various projects, to organize technology dissemination workshops and entrepreneurship programmes.

3. **Age Limit : -** Age limit for **direct recruitment**

Not exceeding forty years on the closing date of receipt of application (relaxable upto five years for Government servants).

Note:

i. The benefit of age relaxation in respect of employees of MGIRI will be available to only those employees who were appointed in MGIRI before the notification of these recruitment rules, on a post covered under these rules.
ii. A candidate claiming to belong to the category of Government servant (rendered not less than three years service) and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma **as attached at Form-I** from his/her Employer on the Office

letter head to the effect that he/she is a regularly appointed Government Servant and not on casual/ adhoc/ daily wages/hourly paid/contract basis employees.

iii. The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) for which recruitment has been advertised. The decision in this regard will rest with the MGIRI.

iv. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti Districts and Pangi Sub Division of Chamba District of HP, the Union Territories of A&N Islands & Lakshadweep).

Note-1:

1. Wherever Cumulative Grade Point Average (CGPA)/ Overall Grade Point Average (OGPA) or a letter grade in the Degree is awarded, an equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institutes. Candidates will be required to submit proof/certificate to this effect from the Institute at the time of verification of documents, if called for the same.
2. Internship training shall not be considered as work experience. Only direct work experience, including fixed-term basis employment in an organization, will be taken into consideration.

Note-2: CONCESSIONS & RELAXATIONS:

(a) The upper age limit in case of Ex-Servicemen and Commissioned Officers, including ECOs/SSCOs, shall be relaxed by five years, subject to the condition that on the closing date for receipt of applications, the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on the closing date, and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Institute.

(b) Ex-Servicemen who have already secured regular employment under the Central Govt, in a Civil Post, are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any, for Ex-Servicemen in Central Govt jobs.

(c) To qualify for the concession under (a) above,
candidates concerned would be required to produce a certificate stating that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers, including ECOs/SSCOs, should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers, including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi. Navy: Directorate of Personnel Services, Naval Headquarters, New Delhi. Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.
Navy: Naval Records, Bombay
Air Force: Air Force Records, New Delhi.

3. SELECTION PROCESS/CRITERIA AND OTHER DETAILS:

Before applying, candidates must ensure that they fulfil the eligibility criteria as of the last date of submission of the application. It may be noted that merely fulfilling the eligibility criteria does not confer any right to call for document verification/interview.

In the event of a large number of applications being received, MGIRI will adopt short-listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any one or more of the following methods: -

(i) Based on higher experience in the relevant field, other than the minimum prescribed in the advertisement.

(ii) Based on a higher education qualification other than the minimum prescribed in the advertisement.

(iii) Any other criteria deemed fit

A Screening Committee at the institute level will shortlist the applications of candidates, and accordingly shortlisted candidates will be called for an interview by giving preferential weightage to the candidates who have working experience or / Desirable qualification, paper publication, innovation, patents, etc. The final selection for the above posts will be made on the basis of weightage to academic qualification, experience and performance in the Personal Interview.

4. **No Objection Certificate:** Employed persons are required to apply through the proper channel with an NOC. Also, they will be required to produce a **Relieving Order** from the present employer at the time of joining MGIRI. During document verification, the candidates will have to produce their original certificates along with one set of photocopies duly self-attested, and a copy of the forwarding of the application/NOC.
5. **Compensation/Pay Scale:** Selected candidates are entitled to all other perks and allowances as per the rules and regulations of MGIRI.
6. **Medical Examination:** Before joining service, the selected candidates will have to undergo an initial medical examination as per Medical Attendance Rules.
7. Appointment of successful candidates will be subject to verification of various original documents relating to age, Qualifications, Experience, Character, & Antecedent Certificate & Medical Fitness Certificate issued by the Medical Authorities as prescribed under the rules of MGIRI. The selected candidates will be on probation for a period of two years for the post of SSO. On successful completion of probation, they shall be regularized as per the rules.

8. **General Instructions for filling up the Application Form:**

a) The candidate shall apply through Speed post/ Registered post/ by hand as per the qualifications and eligibility criteria mentioned in the advertisement. **Application forms in the prescribed proforma hosted on the MGIRI's website (www.mgiri.org)** should reach the Director, Mahatma Gandhi Institute for Rural Industrialization, Maganwadi, Wardha, Maharashtra 442001 on or before last date of submission of application. i.e. 30/06/2026.

b) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where the percentage of marks is not awarded by the University, but only CGPA/OGPA is awarded, the same shall be converted into a percentage in terms of the conversion norms of the University in this regard. Candidates will have to produce the certificate/document issued by the University, evidencing the conversion formula of the University, when called for Document Verification/Interview.

c) Candidates have to produce original photo identity proof and submit a photocopy of the photo identity proof along with the Call Letter while attending the Interview, without which they will not be allowed to appear in the Interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed their first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and the Photo Identity Proof, the candidate will not be allowed to appear for the Interview.

9. **Application forms in the prescribed proforma hosted on the MGIRI's website** (www.mgiri.org). The Application should reach the Director, Mahatma Gandhi Institute for Rural Industrialization, Maganwadi, Wardha, Maharashtra 442001, by 30/06/2026, and for candidates belonging to NER, Ladakh, Lahaul and Spiti Districts, and Pangi Sub Division of Chamba District of HP, the Union Territories of A&N Islands & Lakshadweep by 07/07/2026.

10. IMPORTANT INSTRUCTIONS:

- MGIRI will not be responsible for any loss of email/Call Letter sent, due to invalid/wrong email ID etc.
- Call Letter for Interview/Document Verification or any other information will be sent by Email only.
- Candidates will be allowed to appear for the Interview only with the Call Letter and not with the Acknowledgement Slip/copy of the submitted Application Form.
- It is compulsory for candidates to carry any one of the Original photo ID such as Voter's ID, Driving License, PAN Card, Passport, Aadhaar Card etc. Candidates should carry both the printed copy of the Call Letter and photo ID (as mentioned above) while appearing for the Interview/Document verification. The candidate will not be allowed to appear for the Interview/ document verification, in case any of these are not available.
- Canvassing in any form will disqualify a candidate.
- Appearance in a personal interview will be mandatory if called for.

➢ **ACTION AGAINST MISCONDUCT:**

(i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated, or suppress any material information while filling up the application.

(ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct, such as:

a) Impersonating or procuring impersonation by any person; or
b) Misbehaving in the Document Verification/Interview; or
c) Resorting to any irregular means in connection with his/her candidature during the selection process; or
d) Using undue influence for his/her candidature by any means; or
e) Submitting false certificates/ documents /information
or suppressing any information at any stage; or
f) In addition to the above (mentioned at Point No. (ii) (a) to (e) above), rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:

i) Disqualified from the Interview or
ii) Debarred either permanently or for a specified period from any recruitment and /or
iii) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of MGIRI.

➢ The candidates shall be responsible for the safekeeping of electronic devices carrying with him/her because arrangements for keeping these devices safe cannot be assured by MGIRI.

➢ The original testimonials/documents will have to be produced at the time of document verification. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.

➢ Serving Government/PSU/Statutory Authorities /Autonomous Body officials, if selected, will be allowed to join only after they are properly relieved from their parent organization.

➢ Candidates should submit only a single application for each post, and application once submitted cannot be altered. If multiple applications are submitted, then the last application will be treated as valid, and all other applications shall be null and void. A valid e-mail ID is essential for submission of the online application. MGIRI will not be responsible for bouncing of any email sent to the candidates.

➢ All information regarding this recruitment process will be made available on the MGIRI website only. Applicants are advised to check the website periodically.

- Candidates should ensure that the same passport-sized photograph is used throughout this recruitment process.
- No application will be entertained after the closing or last date of receipt of the Application Form.
- Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website **www.mgiri.org**. No further press advertisement will be given. Hence, prospective applicants are advised to visit the MGIRI website under "Vacancies" regularly for the above purpose.
- No correspondence or personal inquiries shall be entertained by MGIRI.

Note 1: The candidates should ensure that they fulfil all the eligibility conditions. Their admission at all the stages of selection for which they are admitted by MGIRI will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If at any point in time before or after the Interview, it is found that the candidate does not fulfil any of the eligibility conditions, their candidature will be cancelled by MGIRI. If at any time before or after joining of the candidate in MGIRI, it is found that they do not fulfill any of the eligibility conditions, or their eligibility conditions are found to be false or misrepresented, their services will be terminated by MGIRI, without assigning any reasons.

11. GENERAL INFORMATION AND INSTRUCTION:

a) Only Indian Nationals are eligible to apply.

b) Incomplete application, in any respect, shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.

c) No TA/DA will be paid to any candidate for appearing in the Interview or document verification.

d) If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.

e) MGIRI reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. MGIRI also reserves the right to cancel/restrict/modify/alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.

f) All correspondence/announcements with respect to the above recruitment process shall be done through e-mail/notices on the MGIRI website. It is the responsibility of the candidate to download/print the Interview Letters. MGIRI will not be responsible for any loss of email sent, due to an invalid/wrong Email ID provided by the candidate, or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year from the date of submission of the application form.

g) The MGIRI reserves the right to shortlist candidates for Interview/ Document Verification, reschedule the date & venue of Interview / Document Verification etc., or alter any of the advertised conditions depending upon the circumstances.

h) In case of any dispute, the decision of the Director, MGIRI, will be final. Also, it is deemed that while applying against this advertisement, the applicants agree to all the terms and conditions of MGIRI.

I/C Administration

FORM- I

(Proforma for Government Servants Claiming Age Relaxation)
(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms……S/o,D/o,W/oShri……..is a regularly appointed employee of this Organization/ Department/ Ministry and duties performed by him/her during the period(s) are as under :

……
……
……
……
……
……

Further, it is certified that (whichever is applicable):

(a) Shri/Shrimati/Kum ..... holds substantively a permanent post of ……... in the Office/Department of……..with effect from .....……

(b) Shri/Smt./Kum..... has been continuously in temporary service on a regular basis under the Government in the post of..... ……in the Office/ Department ……..with effect from

Signature .....

Name .....

Designation ...

Ministry/Office

Address.....

Office Seal..... ...

Place: .....

Date: .....

FORM- II

(The Form of certificate to be produced by Candidates for claiming experience)

Experience Certificate Proforma
Letter Head of the Institution/Issuing Authority

Telephone No...../ Email ID.....

Name of Organization Address of the Organization

Dated .....

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	**From dd/mm/yy**	**To dd/mm/yy**	**Total period dd/mm/yy**	**Nature of Appointment Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.**	**Department/ Specially/Field of experience**
(1)	(2)	(3)	(4)	(5)	(6)

Monthly remuneration (total)	**Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet)**	**Place of posting**	**Nature of work: a) Managerial (Lower/Middle/Senior*) b) Supervisory c) Operative d) If none of the above, please indicate nature of work (*Strike off whichever is not applicable!**	**Remarks, if any**
(7)	(8)	(9)	(10)	(ID

2. It is certified that above facts and figures are true and based on service records available in our Organization/Department/Ministry.

Signature

Name of competent authority
Stamp of competent authority

आवेदन पत्र /Application Form

Paste Photo / फोटो चिपकाएँ

आवेदित पद / Post applied for_____

1) पूरा नाम (बड़े अक्षर में) Name in full (in capital letters)

_____ _____ _____

उपनाम /(Surname) प्रथम नाम /(First Name)

2. पिता / पति नाम: Father/Husband's name: _____

3) जन्मतिथि /Date of Birth: _____

4) लिंग/ Sex: _____

5) राष्ट्रीयता / Nationality: _____ धर्म /Religion: _____

6) सामान्य / पिछड़ा वर्ग / अनुसूचित जाति / अनुसूचित जनजाति: Whether belong to SC / ST / OBC / PH: _____

7) वर्तमान पता एवं पिन कोड नंबर: Present Address with Pin code number: _____

_____

8) स्थायी पता एवं पिन कोड नंबर: Permanent Address with Pin code number: _____

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9) शैक्षिक योग्यता/ Educational Qualifications:
(न्यूनतम योग्यता से शुरू होने वाले कालानुक्रमिक अनुसार क्रम में लिखें) (In chronological order starting from minimum qualification)

क्रमांक. Sr. No.	उत्तीर्ण परीक्षा का नाम/ Name of the Examination	बोर्ड / विश्वविद्यालय का नाम/Name of the board / University	उत्तीर्ण / वर्ष/Year of passing	प्राप्त अंक / कुल अंक/Secured marks/total marks	प्रतिशत / Percentage

10) व्यावसायिक / तकनीकी योग्यता / Professional/Technical Qualifications:

क्रमांक. Sr. No.	उत्तीर्ण परीक्षा का नाम/ Name of the Examination	बोर्ड / विश्वविद्यालय का नाम/ Name of the board / University	उत्तीर्ण / वर्ष / Year of passing	प्रतिशत/ Percentage

11) अनुभव: Experience:

सभी पिछले और वर्तमान रोजगार की विशेषताओं को प्रस्तुत किया जाना है (Particulars of all previous and present employment are to be furnished) :-

पूरे पते के साथ नियुक्त का नाम / Name of the Employer with full address	पोस्ट आयोजित और वेतनमान और सकल प्रतिभूतियां/ post held &gross emoluments	सेवा की अवधि/ Period of service from to	कार्य की प्रकृति/ Nature of work	छोड़ने का कारण/ Reasons for leaving

नोट: इसके अतिरिक्त, उम्मीदवार अलग से अनुलग्नक शामिल करके शोध पत्र प्रकाशन, नवाचार, पेटेंट आदि जैसी कोई भी अतिरिक्त जानकारी प्रस्तुत कर सकते हैं।

Note: Additionally, candidates may submit any additional information, such as paper publications, innovations, patents, etc., by including separate annexures.

घोषणा

मैं _____ इस प्रकार से घोषणा करता/करती हूं कि उपरोक्त सूचना मेरे संज्ञान और विश्वास के साथ अनुभव, सत्य एवं पूर्ण है। मैं समझता/समझती हूं कि मेरी जानकारी को किसी भी स्तर पर गलतियाँ पायी गयी तो, मेरी उम्मीदवारी / नियुक्ति रद्द होने / समाप्ति के लिए मैं स्वंय ज़िम्मेवार तथा इसके बदले में किसी भी मुआवजे के लिए मेरी दावेदारी मान्य नहीं होगी।

DECLARATION

I _____ hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/ appointment shall be liable to cancellation/termination without notice or any compensation in lieu thereof.

स्थान/ Place: _____

दिनांक/ date: _____

(अभ्यार्थी के हस्ताक्षर)

(Signature of Candidate)