DISTRICT INDUSTRIES CENTRE
PLOT NO. 39, INDUSTRIAL AREA PHASE-II, CHANDIGARH
OFFICE TELEPHONE NO. - 0172-2679007 **Email ID -** dimsmeutchd@gmail.com

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The Department of Industries, U.T. Chandigarh, invites Expressions of Interest from registered Civil Society Organisations, Industry Associations, Trade Bodies, Chambers of Commerce, Professional Institutions and other relevant stakeholder organisations for empanelment and consideration for nomination as a Special Invitee to assist the RAMP Financial Assistance Monitoring Committee (RFAMC). Nomination shall be need-based and made by the Chairperson, RFAMC, according to the expertise required for applications under consideration.

The RFAMC evaluates applications received under the Working Guidelines for Application and Disbursement of Financial Assistance for MSMEs in U.T. Chandigarh and recommends eligible claims to the Competent Authority. The final decision on approval, rejection and sanction rests with the Competent Authority.

1. Eligibility

- The applicant must be a registered organisation relevant to MSME development or to any financial-assistance component covered under the Working Guidelines.
- The organisation must have at least three years of demonstrated experience in MSME or industry development, entrepreneurship, finance or banking, certification or quality improvement, tourism or media, government programme implementation or evaluation, or enterprise representation and capacity building.
- The proposed representative must be a graduate or hold an equivalent recognised qualification, have at least fifteen years of relevant professional experience, and understand the MSME ecosystem and operating environment in Chandigarh.
- The organisation and proposed representative must not have been blacklisted or debarred by any government or public authority.
- The organisation or representative must disclose any actual or potential conflict of interest and recuse from evaluation of the application concerned.

2. Documents to be Submitted

- Covering letter expressing interest in empanelment and consideration for nomination as a Special Invitee.
- Organisation profile, including key areas of work, major activities during the preceding three years and relevant experience.
- Registration or incorporation certificate.
- Authorisation letter or board resolution for the proposed representative.
- Curriculum vitae and self-attested qualification certificates of the proposed representative.
- Signed undertaking confirming correctness of information, absence of blacklisting or debarment, confidentiality, impartiality, disclosure of conflict of interest and recusal where required.

3. Role and Conditions

- The Special Invitee shall have an advisory role only and shall have no authority to approve, reject or sanction financial assistance.
- The engagement shall be non-remunerative. No fee, honorarium, reimbursement or other financial benefit shall be payable by the Department.
- Submission of an EOI or empanelment shall not confer any right to nomination. The Chairperson, RFAMC, may nominate a Special Invitee on a need basis.
- The Competent Authority may accept or reject any or all applications, modify or cancel the EOI process, or discontinue empanelment at any stage without assigning reasons. Its decision on eligibility and empanelment, and the decision of the Chairperson, RFAMC, on nomination, shall be final.

4. Submission of Application

Applications, complete in all respects, may be submitted physically at the **District Industries Centre, Plot No. 39, Industrial Area, Phase II, Chandigarh**, or by email to **dimsmeutchd@gmail.com** with a copy to **rampspiuchd@gmail.com**. The last date for submission is **01 December 2026**, up to **5:00 PM**.

The Working Guidelines are available on the official website of the Chandigarh Administration.

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Director Industries-cum-General Manager
District Industries Centre, U.T. Chandigarh